

CIVIC AFFAIRS COMMITTEE

23 January 2008
(6.00pm-6.55pm)

PRESENT: Councillors Blackhurst, Boyce (Chair), Bradnack, Hart, C Rosenstiel (Vice-chair), Ward.

FOR INFORMATION OF THE COUNCIL

At the start of the meeting, the Committee received a presentation by the Head of Internal Audit on the Internal Audit Strategic plan and an overview of the new requirements for an Annual Governance Statement.

08/CIV/1 MINUTES

The Chair referred to the fact that the adoption minute 07/CIV/46 had been referred back to the Committee on his recommendation at Council. This will be placed on the agenda for the April meeting.

Cllr Bradnack asked for the minutes to acknowledge that the suggestions for polling stations (minute 07/civ/52) not only be reviewed but reported back to the Committee.

The Committee confirmed the minutes of the meeting held on 21 November 2007.

08/CIV/2 APOLOGIES FOR ABSENCE

There were none.

08/CIV/3 DECLARATIONS OF INTEREST

There were none.

08/CIV/4 PUBLIC QUESTION TIME

There were no members of the public present.

08/CIV/5 DRAFT INTERNAL AUDIT PLAN 2008/09

The Committee was advised that the draft Plan was work in progress and would be subject to change as discussions with Departments take place, with some audits being removed from the 2008/09 plan and others would be added. The Plan would be resubmitted to the April Committee meeting. In response to a question from Councillor Bradnack, the Head of Internal Audit explained that 'critical' in the Plan meant that the Audit had to be undertaken in 08/09. The Head of Internal Audit agreed to the Committee request that an explanation be added to the Plan to explain why an Audit was viewed as critical.

Councillor Bradnack asked if the Committee could add or remove audits from the Plan submitted for approval. The Committee discussed the pros and cons of councillors directing Internal Audit more to work for them in ad hoc or planned reviews and the service's function in the Member responsibility for scrutiny. This had been debated at the Member Working Group on decision making on which Cllrs Bradnack, Boyce and Ward sat, and was subject to further debate.

Councillor Rosenstiel asked for data protection to be covered in the IT Security Audit. The Head of Internal Audit stated that a follow up audit had been already undertaken on data protection but in light of the national coverage following missing child benefit data, it would be sensible to include it in this scheduled audit.

Resolved –

That the Head of Internal Audit take the above into account when finalizing the Audit Plan and to submit it for consideration to the next meeting.

08/CIV/6 INTERNAL AUDIT TERMS OF REFERENCE

Councillor Bradnack was of the view that the Terms of Reference (ToRs) should cover the way Internal Audit relates to councillors and councillors to it in relation to the scrutiny function. The Chair said that the ToRs had been cleared without comment from the External Auditor, conformed to the CIPFA guidelines and therefore saw no reason to alter them.

Resolved (by 5 votes to 0) -

To agree the ToRs set out in the report.

08/CIV/7 **RISK MANAGEMENT STRATEGY**

The Committee noted that the Risk Management Strategy would be submitted for annual review in future.

Resolved –

To approve the Risk Management Strategy as set out in the report.

Chair