

# Audit and Resources Overview and Scrutiny Committee

Tuesday 18 March 2008

Monday 10 March 2008

A meeting of the above Committee will be held in the Town Hall, Royal Leamington Spa, on Tuesday 18 March 2008 at 6.00pm.

Membership:

Councillor Mrs J Knight (Chair)  
Councillor Ms J Dean                      Councillor N Pittarello  
Councillor P Dhillon                      Councillor A Rhead  
Councillor Malcolm Doody              Councillor Mrs S Tyrrell  
Councillor G Illingworth              Councillor N Vincett  
Councillor E B MacKay

## Emergency Procedure

At the commencement of the meeting the Chair will announce the emergency procedure for the Town Hall.

## Declarations of Interest

Declarations should be entered on the form to be circulated with the attendance sheet and declared at item 2 below. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. In the event of an interest being prejudicial, members are reminded that they must withdraw from the room or chamber whenever it becomes apparent that the matter is being considered, unless a dispensation has been obtained from Standards Committee. **If members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.**

## Agenda

### 1. **Substitutes**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

### 2. **Declarations of Interest**

Members to declare the existence and nature of personal and prejudicial interests in items on the agenda in accordance with the adopted Code of Conduct.

**\*3. Minutes**

To confirm the minutes of the meetings held on 5 February 2008, subject to the additional text to be added in to minute 835 on page 776 after paragraph:

“It was highlighted by the Chair that the base budget report should be read in conjunction with the annual Budget and financial report which contains very detailed figures for all service areas for each year”

(Previously circulated)

**\*4. Annual Audit & Inspection Letter**

To consider the report on the Executive agenda for which the External Auditors will be attending the meeting.

**\*5. Audit & Risk Issues**

To consider a report from Community Resources. **(Page 1)**(Enclosure)

**\*6 Internal Audit Quarter 3 2007/08 Progress Report**

To consider a report from Internal Audit. **(Page 7)**(Enclosure)

**\*7 Internal Audit Strategy and Plan 2008/09 – 2010/11**

To consider a report from Internal Audit. **(Page 48)**(Enclosure)

**\*8. Statement of Internal Control (SIC) Action Plan**

To consider a report from Community Resources. **(Page 60)**(Enclosure)

**\*9. Treasury Management Activity Report for Period 1 April 2007 to 31 December 2007**

To consider a report from Finance. **(Page 65)**(Enclosure)

**\*10. Update on the implementation of a new personnel system**

To consider a report from Acting Strategic Director (Customer Information & Advice). **(Page 74)**(Enclosure)

**\*11 Base Budget reviews 08/09**

To discuss which base budgets would be review by this Committee during the 2008/09 municipal year.

**\*12. Review of Workplan**

To consider a report from Members' Services. **(Page 79)**(Enclosure)

**\*13 End of Term Report**

To consider a report from Members' Services. **(Page 99)**(Enclosure)

**\*14. Executive Agenda (Non Confidential Items and Reports)**

To consider the non-confidential items on the agenda of the Executive meeting to be held on Tuesday 25 March 2008.

**You are requested to bring your copy of that agenda to this meeting.**

(Circulated separately)

**\*15. Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

**\*16. EDRMS Update**

To consider a report from Acting Strategic Director (Customer Information & Advice).

**(To follow)**

**\*17. Executive Agenda (Confidential Items and Reports)**

To consider the confidential items on the agenda of the Executive meeting to be held on Tuesday 25 March 2008.

**You are requested to bring your copy of that agenda to this meeting.**

(Circulated Separately)

(\*Denotes those items upon which decisions will be made under delegated powers, as previously granted by Council).

**General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.**

**Telephone: 01926 456005**

**Facsimile: 01926 456121**

**E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)**

**Enquiries about specific reports: Please contact the officers named in the reports.**

**You can e-mail the members of the this Committee at**

**[audit&reosurceso&scommittee@warwickdc.gov.uk](mailto:audit&reosurceso&scommittee@warwickdc.gov.uk)**

**Details of all the Council's committees, councillors and agenda papers are available via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)**

**Please note that the majority of the meetings are held on the first floor of the Town Hall. If you feel that this may restrict you attending this meeting, please telephone (01926) 456005 prior to the meeting, so that we can assist you and make any necessary arrangements to help you to attend the meeting.**

**THE AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST, PRIOR TO THE MEETING**