

# AUDIT AND RESOURCES SCRUTINY COMMITTEE

An excerpt of the minutes of the meeting held on Tuesday 17 March 2009 at the Town Hall, Royal Leamington Spa at 6.00pm.

**PRESENT:** Councillor Mrs Knight (Chair) and Councillors Mrs Blacklock, Ms Dean, Dhillon, Malcolm Doody, Edwards, Illingworth, MacKay, Mrs Mellor, Mobbs, Pittarello, Pratt, Rhead and Vincett.

An apology for absence was received from Councillor Mrs Tyrrell.

## 1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made in relation to these items.

## 15. **ADJOURNMENT OF MEETING**

The Chair adjourned the meeting of the Audit and Resources Scrutiny Committee held on Tuesday 17 March 2009 to Monday 6 April 2009 at 6.00pm.

(The meeting adjourned at 9:55pm)

## **RESUMPTION OF ADJOURNED AUDIT AND RESOURCES SCRUTINY COMMITTEE MEETING**

An excerpt of the Minutes of the adjourned Audit and Resources Scrutiny Committee meeting held on Monday 6 April 2009 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**PRESENT:** Councillor Mrs Knight (Chair) and Councillors Mrs Blacklock, Ms Dean, Dhillon, Edwards, Illingworth, Mobbs, Pittarello, Pratt and Rhead.

Apologies for absence were received from Councillors MacKay, Mrs Mellor, Mrs Tyrrell and Vincett.

## 20. **END OF TERM REPORT**

Members received a report for Council which detailed the work undertaken by the Audit and Resources Scrutiny Committee during 2008/09. It was noted that the report would be updated to take into account this meeting, prior to it being presented to Council.

The Committee felt it had worked hard over the past year and was particularly pleased with achievements in relation to EDRMS, procurement and in strengthening the internal audit function of the Council.

Members noted that a comprehensive report on the current status of the three projects which had superseded the EDRMS project would be presented to the next meeting.

## **AUDIT AND RESOURCES SCRUTINY COMMITTEE MINUTES (Continued)**

With regard to Waste and Street Cleansing, Officers reported that the Council was ready to sign the contract, but that SITA was not prepared to until a couple of legal issues had been resolved. Members requested a note from Officers clarifying the exact situation, expressed dismay that the contract remained unsigned and asked Officers to convey to the Leader of the Council and Portfolio Holder the Committee's dissatisfaction that this situation remained unresolved.

The Committee agreed that it should monitor contract arrangements across the board as part of the key risk indicators.

**RECOMMENDED** that the list of matters considered by this Committee during the municipal year 2008/09, as detailed in Appendix A to the report, be noted.

### **21. SCRUTINY FOR 2009/10**

A report looking at options for how the Audit and Resources Scrutiny Committee might progress during 2009/10 was presented for consideration.

The Committee felt that its name should reflect its ongoing scrutiny role in relation to finance and audit, and wanted to reserve the right to continue to look at Executive reports with finance and risk implications. Members were happy for the Overview and Scrutiny Committee to be responsible for considering policy and development issues.

In terms of the frequency and length of meetings, the Committee wanted to retain the current approach: where there was a danger of there being too many items on the agenda to consider prior to a meeting of the Executive, the Committee would consider Executive items first and then, if necessary, adjourn the meeting.

**RECOMMENDED** that

- (1) the Audit and Resources Scrutiny Committee be renamed 'Finance and Audit Scrutiny Committee', taking the remit as set out at Appendix 2 to the report; and
- (2) a review of any changes in the remit of this Committee be undertaken after 12 months of operation.

### **22. REVIEW OF THE WORK PROGRAMME**

The Committee considered its work programme for 2008/09 to see if any changes were necessary. It also noted progress on items raised at the last meeting, detailed at appendix 2 to the report.

Members requested that the Asset Management report due to be presented

## **AUDIT AND RESOURCES SCRUTINY COMMITTEE MINUTES (Continued)**

to this meeting of the Committee be prepared for the June meeting, in addition to a report summarizing the outcomes of the EDRMS project. The Committee also wished to see reports in due course from task and finish groups looking at procurement, expenditure on tourism and the Royal Spa Centre.

**RESOLVED** that the work programme be approved, subject to Members' comments as detailed above.

**RECOMMENDED** that the work plan, attached at Appendix A to the minutes, be noted.

(The meeting ended at 7.50 pm)



**AUDIT & RESOURCES OVERVIEW & SCRUTINY COMMITTEE  
WORK PLAN 2009/10**

	<b>Title of Review</b>	<b>Area of Investigation</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Membership of Task &amp; Finish Group / Additional persons to attend</b>
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**June**

**Audit Items**

1	Internal Audit Quarter 4 2008/09		Report	Richard Barr		
2	Internal Audit Annual Report		Report	Richard Barr		
3	Annual Governance Report 2008/09 – Update on progress		Report	Mike Snow		
4	External Cash Fund Portfolio - Update		Report			

**Scrutiny Items**

5	Building On Excellence - Update		Report			
6	Document Management Solutions Programme (previously EDRMS)		Final Report			
7	Asset Management		Report			

**July**

**Audit Items** – No items at present

**Scrutiny Items** – No items at present

## AUDIT AND RESOURCES SCRUTINY COMMITTEE MINUTES (Continued)

### September

#### Audit Items

1	Internal Audit Quarter 1					
2	Treasury Management Activity Report – 1 Jan – 30 June 2009					
3	External Cash Fund Portfolio – Update					

#### Scrutiny Items

4	Building On Excellence - Update					
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### October

**Audit Items** – No items at present

**Scrutiny Items** – No items at present

#### Audit Items

1	Internal Audit Quarter 2					
2	External Cash Fund Portfolio – Update					

#### Scrutiny Items

4	Waste & Street Cleansing – Performance Comparison & Annual Review					
5	Building On Excellence – Update					

#### Other items (to be placed)

Budget 2009/10 and Council Tax – Revenue And Capital

Review of Waste and Cleansing (2009/10)

Final reports from task and finish groups looking at procurement, expenditure on tourism and the Royal Spa Centre