

Audit and Governance Committee Report



24 June 2013

Report of: **Strategic Director**

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To: **Audit and Governance Committee**

Date: **24 June 2013**

Wards Affected
All

Actions arising

Recommendation

That members note the content of the report

Purpose of report

1. The purpose of this report is to respond on actions arising from previous committee meetings.
2. The contact officer for this report is Steve Bishop, strategic director and s.151 chief finance officer for South Oxfordshire District Council and Vale of White Horse District Council, telephone (SODC) 01491 823831 and (VWHDC) 01235 540332.

Strategic objectives

3. To assist the council to manage its business effectively by providing an assurance framework to monitor the overall adequacy and effectiveness of the internal control environment.

Actions arising

(a) Internal audit activity report – quarter 2 2012/13	Committee Date – 26 September 2012
The committee asked the audit manager to follow up the need to reconcile weighbridge data for the amount of recycled waste collected.	
Comment The waste team have completed a reconciliation spot check of Q1 2012/13, and are aware that they need to complete	Action Retain on actions arising list.

<p>further spot checks. Internal audit will continue to monitor progress against this recommendation.</p> <p>Internal audit has reviewed the reconciliations that are now being undertaken, and is satisfied that they are comprehensive and are being completed on a monthly basis.</p>	
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(b) Business continuity and risk management update	Committee Date – 20 March 2013
<p>The committee asked the strategic director to ensure that business continuity and risk management arrangements were in place for all of the council's major contracts when they are re-let or extended.</p>	
<p>Comment Response emailed to committee members on 13 June 2013.</p>	<p>Action Retain on actions arising list.</p>

(c) Internal audit activity report fourth quarter 2012/13	Committee Date – 20 March 2013
<p>The committee asked the officers to advise the Councillor Johnston whether the internal audit recommendation to train staff at the council's mobile home parks was in hand.</p>	
<p>Comment Information provided to Councillor Johnston on 26 March 2013.</p>	<p>Action Recommend removal from actions arising list.</p>

(d) Internal audit activity report fourth quarter 2012/13	Committee Date – 20 March 2013
<p>The committee asked the officers to report on the ways in which the council's insurance officer advises Wantage Civic Hall staff of the insurance arrangements in place and to consider if such communications should be enhanced in any way.</p>	
<p>Comment Head of finance to respond</p>	<p>Action Retain on actions arising list.</p>

(e) Audit and governance work programme	Committee Date – 20 March 2013
<p>The committee asked the officers to arrange an informal question and answer session on the statement of accounts in the summer 2013.</p>	
<p>Comment The annual statement of accounts will be presented for the chief finance officer's signature by 28 June 2013 and the audited accounts will be presented to the committee on 23 September 2013. An informal question and answer session will be held on 16 September 2013 so councillors will have the latest and most accurate version.</p>	<p>Action Retain on actions arising list.</p>

(f) Audit and governance training	Committee Date – 20 March 2013
<p>The committee asked the officers to carry out a training needs assessment of committee members.</p>	
<p>Comment Training needs assessment carried out in</p>	<p>Action Retain on actions arising list.</p>

spring 2013.	
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STEVE BISHOP
STRATEGIC DIRECTOR