

Agenda for a meeting of the Audit and Standards Committee to be held in Committee Room 2 at Shire Hall, Warwick on Wednesday 21 February 2007 at 10:00 a.m.

1. General

(1) Apologies for absence

(2) Members' Disclosures of Personal and Prejudicial Interests

Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the Member must withdraw from the room unless one of the exceptions applies.

(3) Minutes of the Audit and Standards Committee meeting held on 22 November 2006.

(4) Matters Arising.

Standards Items

2. Consultation on Amendments to the Member Code of Conduct

Report of the Strategic Director of Performance and Development.

This report advises members of the Government Consultation on changes to the Member Code of Conduct. Seeks the views of the Committee for onward transmission to Cabinet to enable a response to be sent. The Consultation period ends on 9 March 2007.

Recommendation

That the Committee comments on the proposed draft response.

For further information please contact Jane Pollard, Overview and Scrutiny Manager, Performance and Development Directorate. Tel: 01926 412565 e-mail janepollard@warwickshire.gov.uk or David Carter, Strategic Director of Performance and Development, Tel: 01926 412564 e-mail davidcarter@warwickshire.gov.uk

3. 2006/07 Draft Annual Report and Work Programme

Report of the Strategic Director for Performance and Development.

This report proposes the content of the draft annual report 2006/07 and identifies issues for inclusion in the work programme of the Committee for 2007/08.

Recommendation

That the –

- (1) Committee considers the contents of its annual report 2006/07.
- (2) Committee considers the suggested work programme for 2007/08.
- (3) Strategic Director of Performance and Development be authorised to finalise the annual report in consultation with the Chair for onward submission to Council.

For further information please contact Jane Pollard, Overview and Scrutiny Manager, Performance and Development Directorate. Tel: 01926 412565 e-mail janepollard@warwickshire.gov.uk or David Carter, Strategic Director of Performance & Development, Tel: 01926 412564 e-mail davidcarter@warwickshire.gov.uk

4. Standards Boards Bulletins

Report of the Strategic Director of Performance and Development.

This report attaches for information publication No. 31 issued by the Standards Board in November 2006.

Recommendation

That the Audit and Standards Committee notes publication No 31 issued by the Standards Board.

For further information please contact Greta Needham, Head of Law and Governance Tel. 01926 416962 e-mail gretaneedham@warwickshire.gov.uk.

5. Presentation by Graeme Betts, Strategic Director of Adult, Community and Health

Following a request made at your meeting on 25 September 2006 Graeme Betts, Strategic Director of Adult Community and Health will make a presentation on Adult Social Care Case Management.

AUDIT ITEMS

6. Risk Management

Report of the Strategic Director of Performance and Development.

This report proposes the refinement of the existing documentation that supports risk management within the Council in terms of content and structure.

Recommendation

That the Committee –

- (1) Note the need for the development of robust risk management arrangements.
- (2) Endorse the draft Risk Management of Policy attached at Appendix A.
- (3) Recommend to Cabinet that they approve the draft policy.

For further information please contact Garry Rollason, Audit and Risk Manager Tel: 01926 412676 e-mail garryrollason@warwickshire.gov.uk and Greta Needham, Head of Law and Governance Tel. 01926 416962 e-mail gretaneedham@warwickshire.gov.uk.

7. Business Continuity Management

Report of the Strategic Director of Performance and Development.

This paper described the progress made to date with establishing a business continuity project and reports on progress and future actions. It outlines the need for a business continuity management policy to be agreed to support the project.

Recommendation

The Committee is requested to:

- (1) Note the need for the development of robust business continuity management arrangements.
- (2) Note the approach adopted for the development of a business continuity management framework.
- (3) Note the priority services identified for which plans will be developed by 30 June 2007.
- (4) Endorse the draft Business Continuity Management Policy attached Appendix A.
- (5) Recommend to Cabinet that they approve the draft policy.

For further information please contact Garry Rollason, Audit and Risk Manager
Tel: 01926 412676 e-mail garryrollason@warwickshire.gov.uk and Greta
Needham, Head of Law and Governance Tel. 01926 416962 e-mail
gretaneedham@warwickshire.gov.uk.

8. Dates for future meetings

The Committee is invited to note the schedule of future meetings -

2:15 p.m. Monday 18 June 2007
10:00 a.m. Monday 24 September 2007
10:00 a.m. Monday 19 November 2007
10:00 a.m. Wednesday 20 February 2008

9. Any Other Business

Which the Chair decides is urgent.

10. Report Containing Confidential or Exempt Information

To consider passing the following resolution:

‘That members of the public be excluded from the meeting for the item mentioned below on the grounds that their presence would involve the disclosure of confidential or exempt information as defined in paragraphs 2 and 7 of the Local Government Act 1972’.

(NB. Copies of extracts describing exempt information are available in Warwickshire Libraries, the County Council Handbook and the Access to Information Register held in my office).

11. Exempt Minute of the meeting held on 22 November 2006

12. Internal Audit Report

Report of the Strategic Director of Performance and Development.

This report summarises internal audit work carried out in the quarter ended 31 December 2006.

Recommendation

That the results of internal audit work in the period and the revised audit plan for 2006/7 be noted.

For further information please contact Garry Rollason, Audit and Risk Manager
Tel: 01926 412676 e-mail garryrollason@warwickshire.gov.uk and Greta
Needham, Head of Law and Governance Tel. 01926 416962 e-mail
gretaneedham@warwickshire.gov.uk.

13. Contract Standing Orders Audit 2006/07

Report of the Strategic Director of Performance and Development.

This report sets out the audit findings of the 2006/07 contract standing orders compliance audit and asks the Audit and Standards Committee whether any further actions are required.

Recommendation

That the Audit and Standards Committee endorse the Audit findings set out in this report and recommends that certain procedures are put into place.

For further information please contact Garry Rollason, Audit and Risk Manager Tel: 01926 412676 e-mail garryrollason@warwickshire.gov.uk and Greta Needham, Head of Law and Governance Tel. 01926 416962 e-mail gretaneedham@warwickshire.gov.uk.

Jim Graham
Chief Executive

Shire Hall,
Warwick
September 2006

Membership

Councillors Sarah Boad, Les Caborn, Mick Jones, Tim Naylor, Bob Stevens and John Vereker CBE.

Independent Members: John Bridgeman CBE, Chair and Mark Magowan.

If you have any questions about this agenda please contact Jean Hardwick, Principal Committee Administrator, Member Services, Performance and Development Directorate, Tel. 01926 412470 or e-mail jeanhardwick@warwickshire.gov.uk