

**Agenda for a meeting of the Audit and Standards Committee to be held in Committee Room 3 at Shire Hall, Warwick on Wednesday 20 February 2008 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 19 November 2007 and matters arising.**

**STANDARDS ITEMS**

**2. Standards Board for England – Bulletin No. 36**

Report of the Strategic Director of Performance and Development.

This report encloses the latest issue of the Standards Board Bulletin No. 36.

**Recommendation**

That the Committee notes the latest Standards Board Bulletin.

For further information please contact Jean Hardwick, Principal Committee Administrator, Tel: 01926 412476 e-mail [jeanhardwick@warwickshire.gov.uk](mailto:jeanhardwick@warwickshire.gov.uk).

**3. Local Investigation and Local Filters - Initial Assessment of Complaints Under the Member Code of Conduct**

Report of the Strategic Director of Performance and Development.

This report advises the committee of the changes in the handling of the initial assessment of complaints under the member code of conduct, the arrangements that need to be made and the potential implications for the authority.

## **Recommendation**

That the Committee considers and comments on the report.

For further information please contact Jane Pollard, Overview and Scrutiny Manager Tel: 01926 412565 e-mail janepollard@warwickshire.gov.uk

## **4. Member Conduct – Advisory Process**

Report of the Strategic Director of Performance and Development.

To consider a process for dealing with lower level repetitive complaints about member behaviour.

## **Recommendation**

That the Committee –

- (1) comments on the proposed process.
- (2) approves the process with/without amendment.

For further information please contact Jane Pollard, Overview and Scrutiny Manager Tel: 01926 412565 e-mail janepollard@warwickshire.gov.uk

## **5. Review of Adjudication Panel Decisions**

Report of the Strategic Director of Performance and Development.

To consider trends in cases determined by the Adjudication Panel over the last 12 months and the wider implications if any of any significant decisions.

## **Recommendation**

That the Committee considers and comments on the report.

For further information please contact Jane Pollard, Overview and Scrutiny Manager Tel: 01926 412565 e-mail janepollard@warwickshire.gov.uk

## **6. Do The Right Thing – Local Code of Corporate Governance**

Report of the Strategic Director of Performance and Development.

This report seeks members' views on the draft local code of corporate governance.

## **Recommendation**

That the Audit and Standards Committee considers and comments upon the draft local Code of Corporate Governance attached to this report at appendix 1 which will be considered by the Cabinet at its meeting on 13 March 2008.

For further information please contact Sarah Duxbury, Corporate Legal Services Manager Tel 01926 412090 e-mail [sarahduxbury@warwickshire.gov.uk](mailto:sarahduxbury@warwickshire.gov.uk) or Garry Rollason, Audit and Risk Manager Tel: 01926 412679 e-mail [garryrollason@warwickshire.gov.uk](mailto:garryrollason@warwickshire.gov.uk)

## **7. Contract Standing Orders Review**

Report of the Strategic Director of Performance and Development.

This report outlines the results of the review of the Council's Contract Standing Orders and seeks members comments on the revised Contract Standing Orders and associated documents.

### **Recommendation**

That the Audit and Standards Committee considers the results of the review of Contract Standing Orders and

- (i) recommends to Cabinet and to Council that the draft minor contracts procedure (Appendix 1), the Scheme of Delegation (Appendix 2) and the revised Contract Standing Orders (Appendix 3) are adopted subject to any minor amendments made by the Strategic Director of Performance and Development and the Strategic Director of Resources in advance of those meetings; and
- (ii) supports a strengthened approach to dealing with applications for exemptions from Contract Standing Orders.

For further information please contact Sarah Duxbury, Corporate Legal Services Manager Tel 01926 412090 or Garry Rollason, Audit and Risk Manager Tel: 01926 412679 e-mail [garryrollason@warwickshire.gov.uk](mailto:garryrollason@warwickshire.gov.uk)

## **AUDIT ITEMS**

### **8. Corporate Governance Audit 2007**

Report of the Strategic Director of Performance and Development.

This report outlines the results of the corporate governance audit undertaken during 2007 and updates members on progress against the 2005/06 action plan.

### **Recommendation**

That the Audit and Standards Committee;

- (i) Considers the audit findings set out in this report and comments on the draft action plan, attached at Appendix 3, which will be considered by the Cabinet at its meeting on 13 March 2008
- (ii) Commissions the base-line survey to help assess the impact of the Council's new locality arrangements as referred to at paragraph 4.4

For further information please contact Sarah Duxbury, Corporate Legal Services Manager Tel: 01926 412090 e-mail [sarahduxbury@warwickshire.gov.uk](mailto:sarahduxbury@warwickshire.gov.uk) or Garry Rollason, Audit and Risk Manager Tel: 01926 412679 e-mail [garryrollason@warwickshire.gov.uk](mailto:garryrollason@warwickshire.gov.uk)

## **9. Progress report on Action Plan arising from an audit of Financial Practices of Youth Centres.**

Report of the Strategic Director of Children Young People and Families

This report updates Members on progress against the issues identified in the Action Plan arising from a special investigation of Studley Youth Centre discussed at the previous meeting.

### **Recommendation**

That the Committee consider and comment on the progress made in achieving the outcomes of the Acton Plan arising from the special investigation into financial practices at Studley Youth Centre and their impact upon the Service as a whole.

For further information please contact Peter Hatcher, Youth and Community Services Tel: 01926 742485 e-mail [peterhatcher@warwickshire.gov.uk](mailto:peterhatcher@warwickshire.gov.uk)

## **10. Data Quality Audit Report**

Report of the Strategic Director of Performance and Development.

This report provides the Committee with a Data Quality Audit Summary report and action plan, as resulting from an audit carried out by the Audit Commission in September - October 2007.

### **Recommendation**

The Audit and Standards Committee is recommended to:

- (1) Note the findings in the Data Quality Report.
- (2) Approve our response to the recommendations made by the Audit Commission.

For further information please contact Tricia Morrison, Corporate Planning and Performance Manager. Tel: 01926 736319 [triciamorrison@warwickshire.gov.uk](mailto:triciamorrison@warwickshire.gov.uk)  
Mandeep Kalsi, Performance Officer, Tel: 01926 412341 e-mail [mandeepkalsi@warwickshire.gov.uk](mailto:mandeepkalsi@warwickshire.gov.uk)

## **11. School Governance**

Report of the Strategic Director of Children, Young People and Families.

This report updates members on progress with issues identified in an Audit review of school governance in February 2007.

## **Recommendation**

That the Committee scrutinises and comments on the progress of the actions taken by the Directorate to address the issues identified by the 2006 Audit review of school governance.

For further information please contact Mark Gore, Head of Service – Educational Partnerships and School Development Tel: 01926 742588 e-mail [makrgore@warwickshire.gov.uk](mailto:makrgore@warwickshire.gov.uk) or Dave Potter, Assistant Head of Service, Governance Tel: 01926 743099 e-mail [davepotter@warwickshire.gov.uk](mailto:davepotter@warwickshire.gov.uk)

## **12. Audit Commission – Recommendations Tracking Report**

Report of the Strategic Director of Resources.

The Audit Commission tracks its key recommendations and progress on the delivery of actions flowing from these. This report monitors progress against these key recommendations.

### **Recommendation**

To consider the Recommendations Tracking report and raise any comments with the Audit Commission.

For further information please contact Oliver Winters, Head of Finance  
Tel: 01926 412441 [oliverwinters@warwickshire.gov.uk](mailto:oliverwinters@warwickshire.gov.uk)

## **13. Any Other Business**

which the Chair decides is urgent.

## **14. Future Meeting Dates**

To note future meeting dates to be held in Shire Hall at 10:00 a.m. as follows -

Monday 16 June 2008  
Monday 22 September 2008  
Tuesday 18 November 2008  
Monday 23 February 2009

## **15. Report Containing Confidential or Exempt Information**

To consider passing the following resolution:

‘That members of the public be excluded from the meeting for item 6 below on the grounds that their presence would involve the disclosure of confidential or exempt information as defined in paragraphs 1,2,3 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).

## **16. Exempt minutes of the meeting held on 19 November 2007.**

## **17. Internal Audit Report**

Report of the Strategic Director of Performance and Development.

This report summarises internal audit work carried out in the period 1 October 2007 to 31 December 2007.

### **Recommendation**

That the results of internal audit work in the period 1 October 2007 to 31 December 2007 be noted.

For further information please contact Greta Needham, Head of Law and Governance Tel: 01926 412319 e-mail [gretaneedham@warwickshire.gov.uk](mailto:gretaneedham@warwickshire.gov.uk) or Garry Rollason, Audit and Risk Manager Tel: 01926 412679 e-mail [garryrollason@warwickshire.gov.uk](mailto:garryrollason@warwickshire.gov.uk)

## **18. Compliance with Contract Standing Orders**

Report of the Strategic Director of Performance and Development.

This report outlines the findings of the 2007/8 contract standing orders compliance audit.

### **Recommendation**

That the Audit and Standards Committee considers the Audit findings set out in this report and decides whether any further action is required.

For further information please contact Greta Needham, Head of Law and Governance Tel: 01926 41 2319 e-mail [gretaneedham@warwickshire.gov.uk](mailto:gretaneedham@warwickshire.gov.uk) or Garry Rollason, Audit and Risk Manager Tel: 01926 412679 e-mail [garryrollason@warwickshire.gov.uk](mailto:garryrollason@warwickshire.gov.uk)

Jim Graham  
Chief Executive

Shire Hall,  
Warwick  
November 2007

### **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 Phil Maull, Senior Committee Administrator, Member Services, Performance and Development Directorate, Tel. 01926 412834 or e-mail [philmaull@warwickshire.gov.uk](mailto:philmaull@warwickshire.gov.uk)