

**Agenda for a meeting of the Audit and Standards Committee to be held in Committee Room 1 at Shire Hall, Warwick on Monday 16 June 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 20 February 2008 and matters arising.**

**(4) Minutes of the Audit and Standards Committee meeting held on 30 April 2008 and matters arising.**

**STANDARDS ITEMS**

**2. Standards Board for England – Bulletins No. 37 and 38**

Report of the Strategic Director of Performance and Development.

This report encloses the latest issues of the Standards Board Bulletin No. 37 and 38.

**Recommendation**

That the Committee notes the latest Standards Board Bulletins

For further information please contact John Wright, Committee Manager, Tel: 01926 412320 e-mail [johnwright@warwickshire.gov.uk](mailto:johnwright@warwickshire.gov.uk).

### **3. Revised Terms of Reference and Arrangements for the Committee, under Local Government and Public Involvement in Health Act 2007**

Report of the Strategic Director of Performance and Development.

To consider the arrangements made by Council to implement the changes in the conduct regime made by the Local Government and Public Involvement in Health Act 2007

#### **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](mailto:janepollard@warwickshire.gov.uk)

### **4. Contract Standing Orders For Schools**

Report of the Strategic Director of Performance and Development.

This report outlines the results of the review of Contract Standing Orders for Schools and asks the Committee to recommend the revised Contract Standing Orders to Cabinet and to full Council

#### **Recommendation**

That the Audit and Standards Committee considers the results of the review of Contract Standing Orders for Schools and recommends the revised Contract Standing Orders for Schools to Cabinet and to the Council for approval to enable them to take effect from 1<sup>st</sup> September 2008, subject to any amendments made by the Strategic Director of Performance and Development or the Strategic Director of Resources prior to full Council on 24<sup>th</sup> June.

For further information please contact Sarah Duxbury Corporate Legal Services Manager Tel: 01926 412090 [sarahduxbury@warwickshire.gov.uk](mailto:sarahduxbury@warwickshire.gov.uk)

## **AUDIT ITEMS**

### **5. Adult Social Care Case Recording**

Report of the Strategic Director of Adult, Health and Community Services

This report updates the committee on the progress made within adult social care in the area of case recording

## **Recommendation**

The Committee is asked to:

1. Consider and comment on the implementation in February 2008 of the revised audit process to monitor qualitative and quantitative performance in case recording.
2. Consider that remedial action has been taken where following the audit compliance has not been achieved.

For further information please contact Liz Bruce, Head of Local Commissioning  
Tel: 01926 742962 lizbruce@warwickshire.gov.uk

## **6. Annual Governance Statement 2007/2008**

Report of the Strategic Director of Performance and Development.

This report sets the conclusions of the review of internal control carried out as part of the overall process that fulfils the Authority's statutory obligations to publish an Annual Governance Statement. It presents a draft Annual Governance Statement for scrutiny

### **Recommendation**

That the Committee consider the results of the review of internal control and the draft Annual Governance Statement and identify any matters that they wish to bring to the attention of the signatories of the Statement.

For further information please contact Garry Rollason, Corporate Legal Services Manager Tel 01926 412679 email  
garryrollason@warwickshire.gov.uk

## **7. 2007/08 Opinion Audit Plan**

Report of the Strategic Director of Performance and Development.

This report sets out the Audit Commission's 2007/08 Opinion Audit Plan

### **Recommendation**

That the Committee considers and comments on the report.

For further information please contact Garry Rollason, Corporate Legal Services Manager Tel 01926 412679 email  
garryrollason@warwickshire.gov.uk or Oliver Winters, Head Of Finance,  
Tel 01926 412441 Email oliverwinters@warwickshire.gov.uk

## **8. Internal/External Audit Protocol**

Report of the Strategic Director of Performance and Development.

This report outlines joint working arrangements between internal and external audit.

### **Recommendation**

That the Committee endorses the proposed protocol.

For further information please contact Garry Rollason, Corporate Legal Services Manager Tel 01926 412679 email [garryrollason@warwickshire.gov.uk](mailto:garryrollason@warwickshire.gov.uk)

## **9. Internal Audit Strategy 2008 - 2009**

Report of the Strategic Director of Performance and Development.

This report seeks approval for the 2008 - 2009 internal audit strategy

### **Recommendation**

That the Committee endorses the 2008 - 2009 internal audit strategy

For further information please contact Garry Rollason, Corporate Legal Services Manager Tel 01926 412679 email [garryrollason@warwickshire.gov.uk](mailto:garryrollason@warwickshire.gov.uk)

## **10. Any Other Business**

Which the Chair decides is urgent.

## **11. Future Meeting Dates**

To note future meeting dates to be held in Shire Hall at 10:00 a.m. as follows -  
Monday 22 September 2008  
Tuesday 18 November 2008  
Monday 23 February 2009

## **12. 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, 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).

13. **Exempt minutes of the meetings held on 20 February 2008 and 30 April 2008.**
14. **Internal Audit Annual Report for the period 1 April 2007 to 31 March 2008 - To Follow**

Report of the Strategic Director of Performance and Development.

This report summarises the results of internal audit work during the period 1 April 2007 to 31 March 2008

### **Recommendation**

That the Committee considers and comments on the report.

For further information please contact Garry Rollason, Corporate Legal services Manager Tel 01926 412679 email [garryrollason@warwickshire.gov.uk](mailto:garryrollason@warwickshire.gov.uk)

Jim Graham  
Chief Executive

Shire Hall,  
Warwick  
June 2008

### **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 John Wright, Committee Manager, Member Services, Performance and Development Directorate, Tel. 01926 412320 or e-mail [johnwright@warwickshire.gov.uk](mailto:johnwright@warwickshire.gov.uk)