

Audit and Standards Committee

Agenda

23rd November 2009

The Audit and Standards Committee will meet at the **SHIRE HALL, WARWICK** on **Monday 23rd November 2009 at 10:00 a.m.**

The agenda will be: -

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 21st September 2009 and matters arising.**

STANDARDS ITEMS

None

AUDIT ITEMS

2. Update on Case File Recording

Report of the Strategic Director Adult Health and Community Services

This report updates the Committee on the Quarterly Case File Audit together with more detailed commentary as requested by Audit & Standards Committee.

Recommendation

That the Committee –

1. note progress made in the auditing of case file records;
2. consider and comment on the role of the Quality Assurance Officers in case file audit.

For further information please contact Diana King, Service Manager
Performance & Quality Local Commissioning Tel 01926 736430 email
dianaking@warwickshire.gov.uk

3. Health and Safety Annual Report 2008/09

Report of the Strategic Director of Customers, Workforce and Governance.

The Corporate Health, Safety and Wellbeing Manager has compiled this report in order to provide an annual position statement on the management of health and safety within the County Council. The report summarises the health and safety activities within the Authority from 1st April 2008 to the 31st March 2009.

Recommendation

That the Audit and Standards Committee review and comment upon the Health and Safety Annual Report for 2008/09 and endorse the priorities recommended in the report.

For further information please contact Ruth Pickering, Corporate Health, Safety & Wellbeing Manager Chartered Safety & Health Practitioner Tel: 01926 412316 email ruthpickering@warwickshire.gov.uk

4. Audit and Standards Work Programme

Report of the Strategic Director of Customers, Workforce and Governance.

This report encloses the latest work programme for the Committee

Recommendation

That the Committee considers the latest work programme for the Committee

For further information please contact Jean Hardwick, Committee Manager, Tel: 01926 412476 e-mail jeanhardwick@warwickshire.gov.uk.

4 (a) Use of Resources 2008/09

Report of the Strategic Director, Resources.

This is the Audit commission's report on the County Council's Use of Resources assessment for 2008/09.

Recommendation

That the Committee considers the Audit Commission's Use of Resources Assessment.

For further information please contact Oliver Winters, Head of Finance. Tel 01926 412441 e-mail oliverwinters@warwickshire.gov.uk.

5. Any Other Business

Which the Chair decides is urgent.

6. Future Meeting Dates

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

Wednesday 3rd February 2010 (change of date from 22 February 2010)
Monday 24 May 2010
Monday 13 September 2010
Monday 22 November 2010
Monday 21 February 2011

7. Report Containing Confidential or Exempt Information

To consider passing the following resolution:

'That members of the public be excluded from the meeting for item 8 below on the grounds that their presence would involve the disclosure of confidential or exempt information as defined in paragraphs 1,2 & 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).

8. Internal Audit Report 1st April – 30 September 2009

Report of the Strategic Director of Customers, Workforce and Governance

This report summarises the results of internal audit work during the period 1st April – 30 September 2009 for consideration by the Committee

Recommendation

That the results of internal audit work in the period 1 April 2009 to 30 September 2009 be noted.

For further information please contact Garry Rollason, Audit and Risk Manager
Tel: 01926 412679 Email garryrollason@warwickshire.gov.uk

Jim Graham
Chief Executive

Shire Hall,
Warwick
November 2009

Membership

Councillors Sarah Boad, Clare Hopkinson Tim Naylor, Helen Walton, Bob Stevens and John Vereker CBE.

Independent Members: John Bridgeman CBE, (Chair), Rob Jeanes, and Bob Meacham OBE

If you have any questions about this agenda please contact Jean Hardwick, Committee Manager, Democratic Services, Customers, Workforce and Governance Directorate, Tel. 01926 412476 or e-mail jeanhardwick@warwickshire.gov.uk