

## **MINUTES OF THE AUDIT COMMITTEE**

**25 MARCH 2010**

### **Present:**

Councillor D.L. McShane (Chairman)  
Councillor S.J. Rough (Vice-Chairman)

### **Councillors:**

H.R. Jaffer    L.E. Nichols    H.A. Thomson

### **96/10 MINUTES**

The minutes of the meeting held on 14 December 2009 were approved as a correct record.

### **97/10 CORPORATE RISK MANAGEMENT**

#### **(a) Asset Management – Progress report on Health and Safety in leased properties**

Arising from Minute 393/09 of the Audit Committee's last meeting, the Head of Asset Management had been requested to appear before the Committee to explain the reasons for the delay in completing actions identified in the Corporate Risk Register [CRR] relating to leased properties.

The Head of Asset Management gave a PowerPoint presentation to Members and presented his progress report on Health and Safety in leased properties. He summarised the background to Spelthorne's responsibilities regarding leased properties and explained the reasons for the long delay in completing the actions identified in the CRR.

He further explained the current position on Health and Safety in leased properties and the planned programme by Asset Management for dealing with the way forward. This planned programme would aim to progress all the outstanding Health and Safety matters relating to leased properties and would seek to minimise the risks to the Council.

The Corporate Safety Officer gave a PowerPoint presentation to Members on Spelthorne's new electronic Safety Management System [SMS] which held essential information on safety requirements in Council leased properties. He explained how SMS was being used to assess hazards and risks in relation to the Council's leased assets and what actions were being taken to minimise the hazards and risks which had been identified.

### **RESOLVED:**

- (1) That the progress report by the Head of Asset Management on Health and Safety in Leased Properties be received and noted.

- (2) That the presentation report by the Corporate Safety Officer on the use of Spelthorne's new electronic Safety Management System [SMS] in relation to Health and Safety in Leased Properties be received and noted.
- (3) That the Head of Asset Management and the Corporate Safety Officer would jointly prepare a checklist for completion by all leaseholders of Council Assets. The completed checklists from leaseholders would confirm what Health and Safety measures are in place at leased properties and what regular tests are being carried out to validate the safety of the equipment and systems used at those properties. These checklists of leased properties would help to minimise the risks to the Council.
- (4) That the Head of Asset Management would submit to the next meeting of the Audit Committee a list of the outstanding matters in relation to Health and Safety in leased properties.

**(b) Corporate Risk Register**

The Senior Auditor reported that the Corporate Risk Register had undergone its regular quarterly review and update by the Corporate Risk Management Group to ensure that actions were being taken to deal with the identified risks. The revised Register was considered to be an accurate reflection of the high level risks affecting the Authority. In addition the Register, following the regular updating, now documented the progress made on actions previously proposed. Also, further actions have been proposed and recorded in the Register to mitigate risks as far as possible.

**RESOLVED** that the contents of the updated Corporate Risk Register be noted and accepted.

**98/10 AUDIT SERVICES ANNUAL PLAN 2010/2011**

The Head of Audit Services presented her report which summarised details of the work planned by Audit Services during 2010/2011. She explained that the Annual Audit Plan demonstrates how Audit Services will provide independent assurance to the Council Organisation on the control environment. This independent assurance will help to ensure the proper, economic, efficient and effective use of resources by the Organisation. She advised Members that any residual risks to the Council which needed to be dealt with would be added to the Corporate Risk Register referred to in Minute 97/10 (b) above.

The Annual Plan also reflected the requirements imposed by External Audit.

**RESOLVED** that the Audit Services Work Plan for 2010/2011 be noted and approved.

**99/10 ANTI FRAUD AND CORRUPTION STRATEGY**

The Assistant Chief Executive presented the Anti Fraud and Corruption Strategy, as contained within the Council's Constitution, for review by the

Audit Committee. The Strategy formed part of the Council's overall Corporate Governance arrangements and was intended to assist in reducing the exposure of the Council to the risk of fraud and corruption. In addition, the Strategy provided assurance that the Council's resources were being protected from exposure to the risk of fraud and corruption.

**RESOLVED** to note and approve, without amendment, the Anti Fraud and Corruption Strategy, as submitted and as contained within the Council's Constitution.

**100/10 COMMITTEE WORK PROGRAMME FOR 2010/2011**

The Committee considered its Work Programme for the 2010/2011 Municipal year. Members noted that any further issues raised at this meeting would be added to this Work Programme. An addition to the Programme would be the submission to the next meeting by the Head of Asset Management of a list of the outstanding matters in relation to Health and Safety in leased properties.

**RESOLVED** that the Committee Work Programme for the 2010/2011 Municipal year, as amended above, be approved and adopted.