

## KENT COUNTY COUNCIL

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### GOVERNANCE AND AUDIT COMMITTEE

MINUTES of A meeting of the Governance and Audit Committee held in the Medway Room - Sessions House, County Hall, Maidstone on Wednesday, 5 March 2008.

PRESENT: Mr C G Findlay (Chairman), Mr R L H Long, TD (Vice-Chairman), Mr D L Brazier, Mrs T Dean, Mr C J Law, Mr J F London, Mr W V Newman, DL, Mr R J Parry, Mr D Smyth, Mr M J Angell (Substitute) (Substitute for Mr M V Snelling), Mr M J Fittock (Substitute) (Substitute for Mrs M Newell) and Mr C Hibberd (Substitute) (Substitute for Mr R Tolputt)

ALSO PRESENT:

OFFICERS: Ms L McMullan (Director of Finance)

ALSO IN ATTENDANCE:

#### UNRESTRICTED ITEMS

1. **Substitutes**  
*(Item 1 – Report by)*
2. **Minute - 4 December 2007**  
*(Item 3 – Report by )*

RESOLVED that the Minutes of the meeting held on 4 December 2007 are correctly recorded and that they be signed by the Chairman.

3. **Internal Audit Progress Report**  
*(Item 4 – Report by )*

RESOLVED that the report be noted and that the proposed changes to the format of future progress reports be approved.

4. **External Audit Update**  
*(Item 5 – Report by )*

*(Mr M J Fittock made a declaration of Personal Interest as his wife was a beneficiary of the Kent Superannuation Fund. Mr J F London made a declaration of Personal Interest as a Member of the Kent Police Authority.)*

RESOLVED that:-

- (a) the report be noted; and
- (b) a report be presented to the next meeting of the Committee concerning stand-alone companies and the risk of cross-subsidisation as well as

the issues around Commercial Services' role as master/ vendor and supplier.

**5. Governance and Audit Committee Assessment and Action Plan**

*(Item 6 – Report by )*

RESOLVED that the approach to self-assessment set out in the report be approved.

**6. Building Schools for the Future (BSF)**

*(Item 7 – Report by )*

*(Mr D L Brazier and Mr R J Parry each made a declaration of Personal Interest as Members of the Project Approval Board)*

RESOLVED that the report be noted and that a further report be presented to the next meeting of the Committee on the financial aspects of the project.

**7. Debt Management**

*(Item 8 – Report by )*

*(Mr C Hibberd made a declaration of Prejudicial Interest as a non-executive director of Transco. He left the meeting and took no part in the discussion of this item).*

(1) A confidential note relating to a debt write-off greater than £10k was circulated to Members of the Committee for information.

(2) RESOLVED that the report be noted.

**8. Internal Audit Reporting - Irregularities**

*(Item 9 – Report by )*

RESOLVED that the report be noted.

**9. Risk Management**

*(Item 10 – Report by )*

RESOLVED that the report be noted and that the Risk Register be referred to the relevant Policy Overview Committees for approval/amendment.

**10. KCC Annual Plan**

*(Item 11 – Report by )*

RESOLVED that approval be given to the Director of Business Solutions and Policy (in consultation with the Chairman, Vice Chairman, Labour and Liberal Democrat Spokesmen of the Committee) to discharge the County Council's responsibility to check the compliance of the KCC Annual Plan with statutory reporting requirements prior to its publication by 30 June 2008.

**11. Internal Audit Plan 2008/09**  
*(Item 12 – Report by )*

RESOLVED that:-

- (a) approval be given to the proposed Internal Audit Plan set out in the Appendix to the report; and
- (b) the constituent sections of the Plan be referred to the Members of the relevant Policy Overview Committees for information.

**12. Data Quality Policy**  
*(Item 13 – Report by )*

RESOLVED that:-

- (a) approval be given to the Data Quality Policy set out in the Appendix to the report; and
- (b) a further report be submitted to the Committee in September 2008.

**13. Other items which the Chairman decides are urgent**  
*(Item 14 – Report by)*