

KENT COUNTY COUNCIL

GOVERNANCE AND AUDIT COMMITTEE

MINUTES of a meeting of the Governance and Audit Committee held at County Hall, Maidstone on Wednesday, 5 March 2008.

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

OFFICERS: The Director of Finance, Mrs L McMullan; the Head of Financial Services, Mr N Vickers; the Director – Resources (Children, Families and Education) Mr G Ward; the Director of Law and Governance, Mr G Wild; the Head of Audit and Risk, Mrs J Dawson (with Mrs J Armstrong and Mr S Rooney); the Head of Corporate Performance, Mrs S Garton (with Mr R Fitzgerald and Mrs J Hill); and the Democratic Services Officer, Mr A Tait.

ALSO IN ATTENDANCE: Mr D Wells of the Audit Commission.

UNRESTRICTED ITEMS

1. Minutes – 4 December 2007
(Item 2)

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

2. Internal Audit Progress Report
(Item 4 – Report by Head of Audit and Risk)

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

3. External Audit – Update
(Item 5 – Report by Audit Commission)

(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.

4. Governance and Audit Committee Assessment and Action Plan

(Item 6 – Report by Head of Audit and Risk)

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

5. Building Schools for the Future

(Item 7 – Report by Managing Director – Children, Families and Education)

(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.

6. Debt Management

(Item 8 – Report by Acting Director of Finance)

(Mr C Hibberd made a declaration of Prejudicial Interest as a shareholder 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.

7. Internal Audit Reporting – Irregularities

(Item 9 – Report by Head of Audit and Risk)

RESOLVED that the report be noted.

8. Risk Management

(Item 10 – Report by Head of Audit and Risk)

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

9. KCC Annual Plan 2008/09

(Item 11 – Report by Director of Business Solutions and Policy)

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.

10. Internal Audit Plan

(Item 12 – Report by Head of Audit and Risk)

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.

11. Data Quality Policy
(Item 13 – Report by Director of Law and Governance)

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.

08/c&g/auditcommittee/030508/Minutes