

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD IN COMMITTEE ROOM
2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON THURSDAY, 30 JUNE 2005 AT
2.15PM

Present:-

Councillor A E Davies - Chairperson

Councillors

Councillors

D A D Brett
G Davies
P A Evans
R M Granville
M Mathias

W May
J C Spanswick
J H Tildesley
M C Voisey

Officers: Mr L M James, Mr N Meredith, Ms K Lucas, Mr M A Galvin and Mr S Clarke.

37 APOLOGIES

Apologies for absence were received from Councillors M L Simmonds and W H C Teesdale (both on holiday) and Mr I Pennington, KPMG.

38 INTRODUCTION

The Chairperson welcomed to the meeting, new Committee Member Councillor Matthew Voisey, Kay Lucas, Computer Auditor and Simon Clark, a recently appointed Cabinet and Committee Officer.

39 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Audit Committee dated 29 April 2005, be approved as a true and accurate record.

40 DECLARATIONS OF INTEREST

None.

41 COMPLETED AUDITS

The Deputy Chief Executive and Director of Corporate Services submitted a report, outlining a summary of recently completed Audits of the following, which were shown in tabular form:-

- | | |
|------------------------------|---|
| ➤ Torex Progress report | ➤ Part III Accommodation - Elderly |
| ➤ Storage Area Network (SAN) | ➤ Sundry debtors |
| ➤ Registrars | ➤ Concessionary Fares and supported bus transport |
| ➤ Markets | ➤ Car parks |
| ➤ VAT follow up | |

The Head of Internal Audit felt it worth pointing out, that some improvement had been made since the last Audit was undertaken on item (i) relating to the IT system used for the Council's Bridgecard. All Audit opinions on the service areas audited were deemed as adequate.

RESOLVED: That the report be noted.

42 COMPUTER AUDIT 2004/05

The Deputy Chief Executive and Director of Corporate Services submitted a report which was presented by Kay Lucas, on the above matter. The purpose of the report, was to provide a synthesis of the results of the year's audit work, and to highlight certain key messages of the Computer Audit Plan, established so as to provide feedback to management on the status of the IT infrastructure - both centrally and outside Corporate IT.

The report expanded upon the various work that has been undertaken by the Group setup, particularly in relation to the implementation of the new Payroll System Project (Part 1 - H.R.) and the replacement for SSID.

This particular project had not proved to be problem free, although the pitfalls highlighted had been addressed or actioned upon, and therefore Members were assured that the next stage(s) of the project would consequently be processed more smoothly.

The report then went on to highlight other areas of IT work looked at during the course of the year, for example:-

- Social Services system
- Revenues project
- E & P systems (mainly for job costing/invoicing)
- Cedar financials
- De-commissioning of Technical Infrastructure Framework
- Phase 2 and 3 of the Storage Area Network
- Review of IT Business Continuity Plan
- IT Security (i.e. virus infestation and user/Internet abuse)
- Freedom of Information Act
- Data Protection (mainly queries)
- E:Government agenda and access to services
- IT Developments (outside Corporate IT)
- The 2004 National Fraud Initiative
- Joint working, and
- South Wales Computer Audit Group - training initiatives

The report concluded by listing 9 key messages highlighted by Officers during the course of the audit year, which if acted upon, will secure future improvement.

Arising from questions by Members, suitably responded to by Officers, it was

RESOLVED: That the report be noted.

43 POLICY ON CRB CHECKS

The Head of Internal Audit presented a report on behalf of the Deputy Chief Executive and Director of Corporate Services, the purpose of which, was to summarise findings in relation to the different policies adopted by various Directorates of the Council with regard to Crime Records Bureau.

Due to last minute discussions with Human Resources staff however, information was obtained which the Head of Internal Audit felt could affect and conflict with advice given previously on this topic by the Head of Legal Services (currently absent on annual leave).

In light of the above it was felt prudent to withhold the addendum report on this matter, for placing on the agenda at the next scheduled meeting.

RESOLVED: That a further report be awaited on this item at the next meeting of the Audit Committee.

44 COMMITTEE'S FORWARD WORK PROGRAMME 2005/06

The Head of Internal Audit submitted an addendum report, detailing a list (which was not exhaustive) showing items included in this year's Audit Committee Forward Work Programme.

Members highlighted the need to create a procedure allowing for follow-up on the bigger issues Committee investigate. The Chairperson indicated that ways of doing this could be established when examining the proposed Cultural Review. The purpose of following up the various audits conducted, was to gauge if improvement has taken place in that particular area of work.

The Chairperson as alluded to in previous meetings, confirmed the importance of keeping Audit and Scrutiny separate, as there was a clear distinction between these two important roles.

The Chairperson felt that follow-up work should be undertaken on audits of service areas deemed as being below adequate. She added that the Committee needed to be a lead component in the Cultural Review. In this Review it should she felt be established who is the owner, facilitator and champion, and it would be worthwhile inviting the appropriate Lead Officer for the Culture Review, to the Committee to discuss these and other key issues.

RESOLVED: That the report be noted.

The meeting closed at 3.06pm.

