

DONCASTER METROPOLITAN BOROUGH COUNCIL

AUDIT COMMITTEE

30TH JANUARY, 2013

A MEETING of the AUDIT COMMITTEE was held at the CIVIC OFFICE,
DONCASTER on WEDNESDAY, 30TH JANUARY, 2013 at 2.00 pm

PRESENT:

Chair – Councillor Ros Jones

Councillors Richard A. Jones and Austen White.

APOLOGIES:

Councillors Bob Johnson and Andrew Bosmans.

Also in attendance:

Simon Wiles, Director Finance and Corporate Services
Paul Lundy, District Auditor KPMG
Simon Dennis, Senior Audit Manager KPMG
Colin Earl, Head of Internal Audit
Peter Jackson, Internal Audit Manager
Howard Monk, Head of Corporate Policy and Performance
Helen Potts, Principal Legal Officer – Item 35 only

Prior to the commencement of the meeting, the Chair, Councillor Ros Jones, allowed Mr Doug Wright, a Doncaster resident, to seek clarity relating to information provided within some of the reports on the agenda. Simon Wiles, Director of Finance and Corporate Services clarified all the points raised.

	<u>ACTION</u>
33. <u>DECLARATIONS OF INTEREST, IF ANY</u>	
No declarations were made at the meeting	All to note
34. <u>MINUTES OF THE MEETING HELD ON 13TH NOVEMBER, 2012</u>	
<u>RESOLVED</u> that the minutes of the meeting held on 13th November, 2012 be approved as a correct record and signed by the Chair.	All to note
35. <u>COVERT SUVEILLANCE – REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) UPDATE</u>	
The Committee considered a report which provided an update of RIPA applications completed since September 2012. The report also contained an Inspection Report following an inspection carried out by the Surveillance Commissioner HH Norman Jones QC in October 2012 and the Council's action plan to	

address the eight recommendations made by the Surveillance Commissioner.

Members asked whether the number of recommendations made was high. The Principal Legal Officer assured the Committee that in comparison to other Council's this was not the case and stated that all eight recommendations would be deliverable.

The Principal Legal Officer circulated information regarding the Council's RIPA training proposal which outlined details of which officers would be required to attend the training and information relating to the proposed external trainer. Full details, including the dates and times of the training would be circulated as soon they had been confirmed.

In response to a concern relating to recommendation number 9: Protocol for police use of CCTV, the Principal Legal Officer confirmed that a more robust procedure for allowing the police to take over the Council's CCTV was necessary and that discussions with the police had already commenced.

The Chair acknowledged the positive comments made in the report and commended staff for their work.

RESOLVED that:-

- (1) RIPA applications completed since the September 2012 Report be noted; and
- (2) The contents of the Inspection Report following the inspection carried out by the Surveillance Commissioner HH Norman Jones QC in October 2012 and the Council's Action Plan be noted.

All to note

All to note

36. REVIEW OF THE COUNCIL'S ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY AND STRATEGY

Members considered a report in respect of the Council's reviewed Anti-fraud, Bribery and Corruption Policy and Strategy.

None of the recent revisions had altered any of the processes and procedures underpinning the Policy and Strategy which had previously been supported by the Audit Committee.

In response to a query relating to the definition of "corruption" used in the Policy and Strategy document, the Head of Internal Audit, Colin Earl, agreed to check that the definition would also be relevant to outside organisations associated with the Council, for example, the Leisure Trust and St Leger Homes. Officers also agreed to check the wording of the Council's standard contracts and tendering documents to ensure they reflected the updated Anti-fraud, Bribery and Corruption Policy and

Head of
Internal
Audit

Statement.

RESOLVED that:-

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| (1) the further changes made to the Council's Anti-fraud, Bribery and Corruption Policy and Strategy be noted; | All to note |
| (2) the production of a two side summary of the Policy and Strategy be noted and supported; and | All to note |
| (3) Officers ensure that the Council's tendering documents and clauses in standard contracts be cross referenced to the Policy and Strategy. | Head of Internal Audit |

37. INTERNAL AUDIT REPORT FOR THE PERIOD: AUGUST 2012 TO DECEMBER 2012

The Committee received a report which provided an update on the work done by Internal Audit for the period 1 August 2012 to 30 December 2012 in context of the audit plan for the year. The report also included performance information and details on the implementation of significant internal audit recommendations.

Members noted that overall the report reflected positive progress from the Council.

Members were provided with further details of the recommendations outlined in the table of "Other Planned Audit Work Completed". Members requested that more details be provided on the opinions given in an appendix to assist Members in understanding the significance of individual issues and conclusions reached by auditors.

The Chair stated that any managers that had not adhered to recommendations made would be asked to report to the Audit Committee.

RESOLVED that:-

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| (1) the internal audit work completed in the period be noted; | All to note |
| (2) The progress made by officers in implementing the previous audit recommendations be noted; | All to note |
| (3) Information relating to Internal Audit's performance in the period be noted; and | All to note |
| (4) Officers provide more details on risk assessments and opinions given in future reports. | All to note |

38. RECOVERY PLAN PROGRESS REPORT: 2012/13 ANNUAL STOCKTAKE

The Head of Corporate Policy and Performance gave an overview of a report which provided Members with a progress update on the 2012/13 Annual Stocktake of the agreed Recovery Plan which had been presented at Recovery Board on 7th December 2012 and had subsequently been sent to the Secretary of State by the Intervention Commissioners.

The Intervention Commissioners Annual Assessment concluded that the Council deserved praise for clear improvements in some key areas and for the way in which it had dealt with a number of challenging matters.

The Committee was disappointed that the Recovery Report highlighted a particularly concerning lack of member engagement with corporate parenting. Members suggested that attendance should be recorded at the beginning and throughout corporate seminars and Members should be reminded of their responsibility to participate in training sessions.

RESOLVED that the contents of the report be noted.

All to note.

39. CERTIFICATION OF CLAIMS AND RETURNS – ANNUAL REPORT 2011/12

The Committee considered a report that provided Members with details of KMPG's Report 'Certification of Claims and Returns 2011/12'.

The document summarised the results of the work on the certification of the Council's 2011/12 grant claims and returns. The work was undertaken by the Audit Commission as appointed external auditor and reported by KPMG.

KPMG reported that the Council had good arrangements for preparing its grants and returns and supporting the audit certification work and, consequently, the audit had not made any recommendations for improvement. This represented a good improvement over previous years.

RESOLVED that the contents of the report be noted.

All to note