

## **AUDIT COMMITTEE – 20 April 2011**

### **REPORT OF THE AUDIT WORKING GROUP (AWG)**

The Audit Working Group met on 31 March 2011

The meeting was attended by:

Dr. Geoff Jones – Chairman; Cllr. David Wilmshurst; Cllr. Alan Armitage; Cllr. Ray Jelf; Sue Scane, Assistant Chief Executive and Chief Finance Officer; Peter Clark, Monitoring Officer; Ian Dyson, Assistant Head of Finance (Audit); Belinda Dimmock-Smith, Performance and Review Officer

Part meeting only:

Neil Shovell, Audit Manager; AWG4 John Disley and Sandra Housam; AWG5 Alan Sinclair and Sean Collins

Observers: Cllr. Charles Mathew; Cllr. Sandy Lovatt; Cllr. Larry Sanders; Cllr. Charles Shouler; Cllr. Melinda Tilley; Cllr. Jim Couchman

Apologies: Cllr Roy Darke; Simon Kearey (AWG5)

#### **AWG WORK PROGRAMME ITEMS**

The main business items of the meeting were as follows:

AWG 4 Concessionary Travel

AWG 5 Update on Fairer Charging Performance

AWG 6 Internal Audit Progress Report

AWG 7 Risk Management Progress Report

AWG 8 Whistle-blowing Annual Report

AWG 11 Annual Governance Statement – Early Draft Action Plan

#### **MATTERS FOR REPORT TO THE AUDIT COMMITTEE:**

##### **Environment & Economy – Project & Risk Management**

It was noted that issues were raised in three of the main business items that all related to the Highways and Transport Service. The Group expressed strong concerns that the information provided, including that from Officers within the service area questioned on the Concessionary Travel project, indicates that the application of effective project management and risk management is unsatisfactory. It was noted that officers within the service may require further training in these disciplines. The Group agreed to ask the Deputy Director, Highways and Transport to attend the next meeting, and to provide an update on the management actions taken to address the weaknesses identified by Internal Audit and Performance and Review.

##### **Fairer Charging Performance:**

The Group was pleased to note that the good progress reported to the last AWG has been sustained. The financial assessment process is consistently operating within

acceptable levels of performance. The legacy issues reported at the last meeting remain unresolved, but the new Assistant Head of Service, Adults, detailed the actions he has put in place to complete by the end of April 2011. He also detailed further action to investigate data quality issues; including identifying and addressing any training needs. The Assistant Head of Finance also provided the Group with assurance that as part of the implementation of any future changes in service provision, a full appraisal of the implications on fairer charging and existing procedures will be properly appraised and actions taken as appropriate.

The group requested a further update to their September meeting.

### **Work Programme**

The updated work programme is attached as appendix 1 to this report.

**The Committee is RECOMMENDED to note the report;**

SUE SCANE  
Assistant Chief Executive & Chief Finance Officer  
Corporate Core

Contact: Officer: Ian Dyson, Assistant Head of Finance (Audit) Tel 01865 323875  
[ian.dyson@oxfordshire.gov.uk](mailto:ian.dyson@oxfordshire.gov.uk)

April 2011

## **APPENDIX 1**

### **AUDIT WORKING GROUP WORK PROGRAMME 2011/12**

**2011**

#### **Thursday 16 June**

- Deputy Director Highways & Transport – update on project and risk management
- Internal Audit Issues, including fraud update and follow up – Ian Dyson
- Draft Internal Audit Annual Report – Ian Dyson
- Risk Management Progress Report – Belinda Dimmock-Smith
- Draft Annual Governance Statement

#### **Thursday 8 September**

- Internal Audit Issues – Ian Dyson
- Risk Management Progress Report – Belinda Dimmock-Smith
- Fairer Charging progress report – Alan Sinclair / Sean Collins

#### **Thursday 3 November**

- Internal Audit Issues – Ian Dyson
- Risk Management Progress Report – Belinda Dimmock-Smith
- Quarterly Update AGS Action Plan – TBC

**2012**

#### **Thursday 5 January**

- Annual Governance Statement Process – annual review of the assurance framework – TBC
- Quarterly Update AGS Action Plan – TBC
- Internal Audit Issues – Ian Dyson
- Risk Management Progress Report – Belinda Dimmock-Smith

#### **Thursday 16 February**

- Internal Audit Issues – Ian Dyson
- Risk Management Progress Report – Belinda Dimmock-Smith
- Progress report on issues arising from the External Audit Reports - TBC
- Draft work programme 2012/13 – Ian Dyson
- Review of AWG Terms of Reference – Ian Dyson
- Private Session with External Auditors - TBC
- Private Session with the Assistant Head of Finance (Audit)

Last updated: 31 March 2011

Ian Dyson, Assistant Head of Finance (Audit) 01865 323875