

AUDIT COMMITTEE – 17 November 2010

REPORT OF THE AUDIT WORKING GROUP (AWG)

The Audit Working Group met on 4 November 2010.

The meeting was attended by:

Dr. Geoff Jones – Chairman; Cllr. David Wilmshurst; Cllr. Alan Armitage; Peter Clark, County Solicitor; Ian Dyson, Assistant Head of Finance (Audit); Neil Shovell, Audit Manager

Part meeting only:

John Parry; Graham Shaw; Tim Paul; Sarah Cox; Samantha Egerton; Simon Kearey; Sandra Stapley; Paul Jackson; Belinda Dimmock-Smith.

Observers: Cllr. Larry Sanders; Cllr. Roy Darke

Apologies: Cllr Ray Jelf; Cllr. Charles Mathew; Sue Scane, Assistant Chief Executive & Chief Finance Officer

AWG WORK PROGRAMME ITEMS

The following agenda items raised issues to be brought to the attention of the Audit Committee.

AWG 5 Update on Fairer Charging Performance

The Group was pleased with the engagement of senior management and the assurances they were given that improving performance is being given the priority that members are expecting. It was acknowledged that progress is being made, and the senior managers updated the group on the actions that have resulted from their review of performance information; however, overall the Group remains concerned that the financial target set in 2009 was still far from being achieved. It was agreed with the Officers that monthly reports should continue to be sent to the core Group members, but that the report should include information on the actual forgone income, that can be calculated retrospectively following the completion of the financial assessment; and, a detailed breakdown by each case of the time delays in the critical path from care assessment to financial assessment for those exceptions resulting in potential forgone income. The Group also expects the monthly report to include a commentary on any issues arising and actions to be taken following the officers investigation into the exceptions.

AWG 6 Risk Management Progress Report

At their last meeting the Group expressed concerns regarding the direction of travel for Risk Management, it had not yet met their expectations. At this meeting the Group was pleased to receive a report that explained the process for risk management assurance and reporting through to the County Council Management Team, and was satisfied with the design of that process. In discussion with the Officer it was agreed that in order to monitor that the risk management process is being properly applied, future progress reports would contain a commentary on

issues identified from the corporate monitoring; details of the key strategic risks; and, any new or emerging risks that appear on the risk registers for the first time.

AWG 8 2009/10 AGS Action Plan Progress Report

The Group was pleased to note satisfactory progress is being made on all actions. With regards to action 4 “To monitor performance on the use of SAP in schools to ensure that the support for schools in using the application is effective”, the Group noted there is currently an internal audit review being undertaken of SAP in Schools; In addition the Group is requesting a report from the Project Sponsor, on the performance of SAP in Schools.

The following agenda items were considered with no material issues arising for reporting to the Audit Committee:

AWG 4 Draft Report – ICT Overspend

The Group agreed the final draft of this report for presentation to the Audit Committee on 17 November 2010. Officers attending for this session were able to clarify the current position regarding the ICT budget and existing pressures and commitments.

AWG 7 Draft Revised Annual Governance Framework

The Group were happy with the proposed changes to the Annual Governance Framework, to be agreed at the Audit Committee on 17 November 2010

AWG 9 Internal Audit Progress Report

The Group discussed the report and noted satisfactory progress.

AWG10 Work Plan

No changes are proposed to the work plan for 2010/11, 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

8 November 2010

**AUDIT WORKING GROUP
WORK PROGRAMME 2010/11**

2011

Thursday 6 January

- Quarterly Update AGS Action Plan – Samantha Egerton
- Internal Audit Quarterly Report (including Q3 performance 2010/11) – Ian Dyson
- Counter Fraud Plan Progress Report – Neil Shovell
- Risk Management Progress Report – Belinda Dimmock-Smith
- Fairer Charging Update

Thursday 17 February

- Internal Audit Progress Report 2010/11 – Ian Dyson
- Risk Management Progress Report – Belinda Dimmock-Smith
- Progress report on issues arising from the External Audit Reports - TBC
- Draft work programme 2010/11 – 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: 4 November 2010

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