

MINUTES

meeting: **AUDIT (EXAMINATION OF PAID
ACCOUNTS/MONITORING OF AUDIT
INVESTIGATIONS) SUB-COMMITTEE**

date: **18 JULY 2011**

PRESENT:-

Councillor Mrs Keirle (Chair);
Councillors Inston, Dr Hardacre and Mrs Thompson

OFFICERS IN ATTENDANCE:-

B Burgess	-	Delivery
S Lunn	-	Delivery
P Main	-	Delivery
K Morgan	-	Delivery
R Morgan	-	Delivery
C W Craney	-	Delivery

Wolverhampton
City Council



PART I – OPEN ITEMS
(Open to Press and Public)

Apologies for Absence

31 No apologies for absence had been received.

Declarations of Interest

32 No declarations of interest were made.

Minutes – 21 March 2011

33 Resolved:-
That the minutes of the meeting held on 21 March 2011 be confirmed as a correct record and signed by the Chair.

Day and Time of Meetings

34 Resolved:-
(i) That meetings of the Sub-Committee be held at 12 noon on the following dates with the selection of accounts for examination commencing at 1100 hours:-

26 September 2011
19 December 2011
12 March 2011

(ii) That following the meeting of the Sub-Committee scheduled for 26 September 2011 arrangements be reviewed.

Schedule of Outstanding Minutes (Appendix 1/13)

The Sub-Committee considered the Schedule of Outstanding minutes and were advised that a number of the items had now been discharged namely:-

- Colour Printing
- Audit Update – Theft of cash from a Council building
- Audit Update – Incident of misuse of Council's telephone and internet facilities (Case WBP075)
- Wolverhampton City Centre Company – Names of the Directors of the City Centre Company.

35 Resolved:-
(i) That the report be received and noted;

(ii) That the Head of Audit Services arrange to supply further details with regard to the functions of the Wolverhampton City Centre Company together with a copy of the Memorandum and Articles of Association.

Sub-Committee Work Programme 2011/12 (Appendix 1/14)

- 36 Resolved:-
That the Work Programme for the 2011/12 Municipal Year be approved.

Selection of Paid Accounts - Process Overview

B Burgess, Head of Audit Services, Corporate Services Division, Delivery Directorate reported on the proposed methodology for selecting accounts for examination.

- 37 Resolved:-
That the report be received and noted.

Selection of Paid Accounts

Members had met prior to the meeting to select accounts from amongst the payments made previously.

- 38 Resolved:-
That it be noted that the following accounts had been selected for Audit Investigation and report to a future meeting of the Sub-Committee:-

Payments Selected from Education Payments (June 2011)

#	Line Nos.	(£)
1	2	550.00
2	38	575.58
3	264	4054.88
4	334	4970.00

Payments Selected for Schools Payments (June 2011)

#	Line Nos.	(£)
5	135	3570.75
6	134	55088.16
7	192	625.50
8	261	666.00
9	439	2700.00
10	452	6600.00
11	2202	2000.00

Exclusion of Press and Public

- 39 Resolved:-
That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from consideration of the items of business in Part II of the agenda on the grounds that, in view of the nature of the business to be transacted or the nature of the proceedings, exempt information falling within paragraph 1, 2 & 3 of Schedule 12A of the Act, was likely to be disclosed.

PART II – EXEMPT ITEMS
(Press and Public Excluded)

Accounts for Examination Selected on 21 March 2011
(Appendix 1/15)

B Burgess presented a report which provided details of the selection of paid accounts which had been selected for examination on 21 March 2011 and where appropriate, provided details of action to be taken to address any area of weakness in control or compliance with the Council's Financial and Contract Procedure rules which might have been identified during the course of the review.

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Resolved:-

(i) That the summary of investigations and action taken be noted;

(ii) That with regard to Account No.2 the Assistant Director, Corporate Services be requested to inform the Interim Strategic Director for Education and Enterprise of the recommendations contained within the report;

(iii) That with regard to Account No.4 a report, on this matter be referred to the Audit Committee and that a representative from the Strategic Community Directorate be requested to attend in relation to the introduction of the appropriate procedures;

(iv) That with regard to Account No.8 that the Assistant Director, Corporate Services be requested to submit information to the Sub-Committee on the annual costs of foreign travel undertaken by Members and Officers;

(v) With regard to Account No.9 a report on the matter be referred to the Audit Committee for consideration.

Audit Update (Appendix 1/16)

B Burgess presented a report which provided the Sub-Committee with an update on current Audit Investigations.

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Resolved:-

(i) That the report be received and noted;

(ii) That with regard to misappropriation of funds, cases be referred automatically to the Police in future;

(ii) That the Head of Audit Services make contact with the West Midlands Police and invite a representative to attend meetings of the Sub-Committee in future in order to replicate the joint working relationships previously in place.