

M MINUTES

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

date: **26 SEPTEMBER 2011**

PRESENT:-

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

OFFICERS IN ATTENDANCE:-

B Burgess	-	Delivery
S Lunn	-	Delivery
R Morgan	-	Delivery
A Saini	-	Delivery
M Wilkes	-	Delivery
M Fox	-	Democratic Support (Delivery)

Wolverhampton
City Council



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

Apologies for Absence

- 42 An apology for absence was submitted by Pat Main (Assistant Director – Corporate Services).

Declarations of Interest

- 43 Councillor Keirle declared a personal interest in agenda item 6 (Selection of Paid Accounts) as a member of Wolverhampton Homes Board. Councillor Dr Hardacre declared a personal interest in agenda item 8 (Audit Update) as a School, Academy and City of Wolverhampton College Governor.

Minutes

- 44 Resolved:-
That the minutes of the meeting held on 18 July 2011 be approved as a correct record.

Day and Time of Meetings (Resolution 34)

Members reviewed arrangements for holding the Sub-Committee on the morning of the day of the main Audit Committee, but it was noted that the July meeting had over-run, leaving insufficient time before the start of the main Committee.

- 45 Resolved:-
That dates of meetings of the Sub-Committee for the remainder of the year be re-scheduled to take place at 1200 noon (Selection of Accounts – 1100 hours) as follows:-

<u>Original Date</u>	<u>Revised Date</u>
19 December 2011	12 December 2011
12 March 2012	5 March 2012

Representative of West Midlands Police at Meetings (Resolution 41)

- 46 Responding to a question from the Chair, the Head of Audit Services indicated that he was in contact with West Midlands Police about sending a representative to meetings, in line with joint working relationships previously in place.

Schedule of Outstanding Minutes (Appendix 1/17)

The Democratic Support Officer submitted the schedule of outstanding minutes and the Head of Operational Finance circulated a

briefing note in response to a request for information about costs of foreign travel by Members and Officers. The Chair noted that the visits were cash cost neutral although officer time had to be taken into consideration. Members were concerned that further information about the Wolverhampton City Centre Company had not yet been circulated.

- 47 Resolved:-
That the report be received and noted;

Selection of Paid Accounts

Members had met prior to the meeting to select accounts from the Top 20 Suppliers over the period April – September 2011.

- 48 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 Top 20 Suppliers (April to September 2011)

#	Line Nos	(£)
1	78	60417.40
2	136 & 138	1097.37 1721.52
3	188	5382.00
4	258	292.90
5	280	126.25
6	313	11592.00
7	540	82.00
8	572	310.10
9	602	849.75
10	623	2079.00
11	679	4800.00
12	692	579.00
13	689 to 691	~400000.00
14	725	42041.88
15	836	7665.00

Exclusion of Press and Public

- 49 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 18 July 2011
(Appendix 1/18)

The Head of Audit Services presented a report which provided details of the selection of paid accounts which had been selected for examination on 18 July 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 1, officers be requested to raise through School Governing Bodies the issue of orders being raised after services had been provided.

(iii) That with regard to Account No 2, the Sub-Committee be provided with the job description for the Administrative Assistant post.

(iv) That with regard to Account No 3, the Assistant Director – Schools, Skills and Learning be requested to provide a briefing note for Sub-Committee Members within 14 days providing more information about the analysis software detailed in the report, including the value for money of the product.

(v) That with regard to Account No 5, the Assistant Director – Schools, Skills and Learning be requested to provide further information about the subscription charges and whether they are worthwhile.

(vi) That with regard to Account No 7, all officers should be reminded of procedures for raising orders prior to services being provided and that a value for money exercise should be conducted on the supplier detailed in the report.

(vii) That with regard to Account No 10, concern be expressed at the cost of the INSET days, including the hotel expenses, and that the Assistant Director – Schools, Skills and Learning be requested to provide more information about the content and quality of the training sessions.

Audit Update (Appendix 1/19)

The Head of Audit Services presented a report which provided the Sub-Committee with an update on current Audit Investigations.

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Resolved:-

That the report be received and noted