

MAGHULL TOWN COUNCIL
AUDIT & GOVERNANCE COMMITTEE
MEETING – HELD 16TH MARCH 2011

322. PRESENT – Councillor (Mrs) S. Nelson (In The Chair) and Councillors (Mrs) J. Wheeler, (Mrs) J. Blackburn. Ms. M. Blair (Interim Town Clerk), Miss E. Skelly (Finance & Projects Officer), Mrs. P. M. Annal (Minutes)

323. APOLOGIES FOR ABSENCE – *RECEIVED* from Councillors (Miss) N. Smith, (Mrs) S. Mainey, C. Mainey, C. R. Walker

324. DECLARATION OF INTERESTS (MEMBERS AND OFFICERS) – None indicated.

325. MINUTES – *RESOLVED* that the Minutes of an **Audit & Governance Committee Meeting, held 13th October 2010** – copies of which have been printed and circulated – be taken as read and signed by the Chairman. *PROPOSED* by Councillor (Mrs) S. Nelson, *SECONDED* by Councillor (Mrs) J. Wheeler – *AGREED UNANIMOUSLY*.

326. REVIEW OF THE RISK ASSESSMENT – The Chairman Councillor (Mrs) S. Nelson addressed this issue and highlighted the following :-

➤ **Assets -**

Risk Identified (Loss, Damage etc)

Management of Risk - Annual Inspection, update insurance and asset registers -

Action to be taken – Finance Officer to diary for continued monitoring.

➤ **Security for Buildings & Equipment -**

Risk Identified (Loss, Damage etc)

Management of Risk – Patrol of Parks and Pavilions

Action to be taken – Finance Officer to enquire if Sefton Council will continue to provide funding for this service in view of the impact of government cut backs.

➤ **Security of Data –**

Risk Identified (Loss, Damage etc)

Management of Risk – External back-up System

Councillor (Mrs) J. Wheeler enquired if the appropriate systems were in place to safeguard data. In response the Finance Officer confirmed that there are three different systems in place of which B.E.C (the Council's Computer Technicians are aware of). These are in the form of external hard disc drives and USB connections/fob.

➤ **New Lease Agreement for Function Suite –**

Risk Identified (Damage to reputation)

Management of Risk – Quality Assurance policy and complaints policy to be implemented

Action to be taken – A Quality Assurance form to be issued to members of the public using 'The Venue' Function room, in order to provide 'feedback' on the quality of services provided at the Town Hall.

This was *PROPOSED* by Councillor (Mrs) J. Wheeler, *SECONDED* by Councillor (Mrs) J. Blackburn – *AGREED UNANIMOUSLY*.

At this point, Councillor (Mrs) J. Wheeler enquired if the USB connections/fob can be password protected in order that all data is fully protected. The Finance Officer responded that she would action this request. It was also suggested that the Quality Assurance forms be issued with all Agenda Papers and presented at a future meeting of the Business Review Sub-Committee. These updates were *PROPOSED* by Councillor (Mrs) J. Wheeler, *SECONDED* by Councillor (Mrs) J. Blackburn – *AGREED UNANIMOUSLY*.

327. REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT – The Chairman informed Members that it is a requirement of Auditing procedures for the Council to undertake a review of its system of Internal Audit.

Members considered all the 'Expected Standards' and following a brief discussion it was *PROPOSED* by Councillor (Mrs) J. Wheeler, *SECONDED* by Councillor (Mrs) J. Blackburn that the Review of the Effectiveness of the system of Internal Audit be *APPROVED*. This was *AGREED UNANIMOUSLY*.

328. EXCLUSION OF PRESS AND PUBLIC – It was *PROPOSED* by Councillor (Mrs) J. Wheeler, *SECONDED* by Councillor (Mrs) J. Blackburn and *AGREED UNANIMOUSLY* that members of the Press and Public be *EXCLUDED* from the remainder of the meeting, due to the confidential nature of the business to be discussed.

CHAIRMAN

Page 35

329. PRESENT – Councillor (Mrs) S. Nelson (In The Chair) and Councillors (Mrs) J. Wheeler, (Mrs) J. Blackburn. Ms. M. Blair (Interim Town Clerk), Miss E. Skelly (Finance & Projects Officer), Mrs. P. M. Annal (Minutes)

330. APOLOGIES FOR ABSENCE – *RECEIVED* from Councillors (Miss) N. Smith, (Mrs) S. Mainey, C. Mainey, C. R. Walker

331. DECLARATION OF INTERESTS (MEMBERS AND OFFICERS) – None indicated.

The following issues were discussed ‘In Committee’ at a meeting of the Audit & Governance Committee, held 16th March 2011.

332. INTERNAL AUDIT REPORT QUARTER 2 AND QUARTER 3 AND ACTION PLAN – The Chairman Councillor (Mrs) S. Nelson addressed this issue and highlighted the scope of works carried out by the Internal Audit relative to :-

Quarter 2 - Councillor (Mrs) S. Nelson highlighted one specific issue relative to the Financial Regulations which appeared to be ‘out of date’ as they referred to the ‘Deputy Town Clerk’ being able to sign Council supplier cheques in the absence of the Responsible Financial Officer (RFO). The Finance Officer confirmed that the Financial Regulations have now been amended.

Quarter 3 – Councillor (Mrs) S. Nelson highlighted the following issues :

Review of Council Reports and Minutes – Internal Audit pleased to see that recommendations made are being highlighted at meetings and being actioned upon.

Review and testing of Petty Cash receipts – Strong controls are in place relative to Petty Cash but must ensure that receipts are always authorised by signature to minimise risk.

Review and testing of Wages system and Personnel files – photographic identification and current salary recorded on file. Three out of six employees did not have this information. In response the Finance Officer confirmed that this issue has now been dealt with.

Review of effectiveness of debt collection – Councillor (Mrs) S. Nelson highlighted problems in getting monies in, particularly with Football Pitch Hirings. In response the Finance Officer will investigate this issue in an effort to minimise bad debt providing a loss to the Council.

Page 36

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Review of the Risk Assessment Report – The Finance Officer confirmed that a Quality Assurance Policy needs to be implemented. As discussed earlier, this will be an Agenda Item at the next meeting of the Business Review Sub-Committee.

To this end it was *PROPOSED* by Councillor (Mrs) J. Wheeler, *SECONDED* by Councillor (Mrs) J. Blackburn that the Internal Audit Report for Quarter 2, Quarter 3 and Action Plan be *AGREED – AGREED UNANIMOUSLY*.

333. CHAIRMAN'S REPORT – The Chairman thanked the Finance Officer Miss E. Skelly for her time spent in preparing the relevant information and paperwork. She also took this opportunity to thank Ms. Moira Blair for all her help and commitment to the Town Council whilst she was covering as Interim Town Clerk for a short period of time.

CHAIRMAN

