

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**AUDIT AND GOVERNANCE COMMITTEE**  
**TUESDAY 31 MARCH, 2009 AT 3.00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**  
**PART 1**

PRESENT: Councillors

Burnett, G. (Chairman)

Ball, G.D.

Easton, R.

Burnett, J.

Davis, Mrs. M.A.

(Apologies for absence were received from Councillors Mrs. P. Williams (Chairman) and G. Alcott).

**28. Minutes**

Judith Aupers, Head of Governance and VFM referred to page 21, minute 25, resolution b) and reported that information would be provided to Members on the expenditure for the use of agency staff over the past 12 months at the next meeting.

RESOLVED:

That the Minutes of the meeting held on 23 February, 2009 be approved as a correct record.

**29. Internal Audit – Updated Terms of Reference and Audit Strategy & Audit Plan for 2009/10**

Consideration was given to the Report of the Chief Internal Auditor (Enclosure 4.1 – 4.4 of the Official Minutes of the Council).

Stephen Baddeley, Chief Internal Auditor provided information on the Audit Strategy and Audit Plan for 2009-10 and stated that the Internal Audit Terms of Reference had been revised.

He provided Members with information on how the audit needs assessment was calculated which comprised of two elements, the impact and the probability. The assessment then scored each element on a basis of 1-5.

Members referred to the audit needs assessment and raised concern that some audit areas were ranked at a low risk such as the -cemeteries audit. The Chief Internal Auditor explained that an audit may not score highly in the audit needs assessment even if they

were a policy issue or decision which were important to members due to the fact that they focus of audit work is on governance arrangements not policy arrangements.

The Head of Governance and VFM provided detailed information on each of the audit areas that scored a risk score of 12-20. She stated that those audit areas would be carried out this year based on the resources of the section after allowing a contingency budget for unforeseen work or other issues in the year.

Members were given the opportunity discuss the areas identified for review as well as the areas which were not going to be reviewed in 2009-10 to allow them to question the risk scores or to suggest any amendments to the plan that they would like to suggest.

The Head of Governance and VFM also reported that it had only just been 12 months since the last review in respect of the homelessness audit area.

Members

RESOLVED:

- (A) That the updated Internal Audit Terms of Reference, be approved
- (B) That the contents of the Audit Strategy for 2009-10, be noted
- (C) That the Audit Plan for 2009-10 contained as Appendix A of the Audit Strategy, be noted
- (D) That the level of risk that Internal Audit can review within existing resources and the coverage that this will give for providing an opinion for the Annual Governance Statement for 2009-10, be noted

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CHAIRMAN