

AUDIT COMMITTEE

MINUTES OF MEETING SPECIAL HELD ON 4 FEBRUARY 2009

Present: M Bonner, Independent Chair

Councillors J Bowman; S Meteer; G Scurrah; J G Sunderland; D Wilson

An apology for absence was received from Councillor M Woodburn

Officers: K Parker, Acting Corporate Director, Quality of Life; M Robinson, Audit and Fraud Prevention Manager; M Jepson, Head of Legal and Democratic Services; H Mitchell, Head of Policy and Performance; D James, Member Services Officer

K Dowle, Fraud Prevention Team Leader, Agenda Item 5

AU 43 Minutes

The minutes of the meetings held on 19 November 2008 and 7 January 2009 were signed by the chairman as a correct record.

AU 44 Fraud Section Monitoring Report: Third Quarter

Members considered the Fraud Section Monitoring report for the Third Quarter of 2008/2009, which was noted. The Committee asked for their thanks to be passed on to the staff involved in progressing the work set out in the report.

AU 45 Audit Services Monitoring Report: Third Quarter

Members considered the audit services monitoring report for the second quarter of 2008/2009.

During consideration of this item and in respect of the P2 recommendations that

“ ICT, the Head of Customer Services and Capita agree a protocol to enable Capita to access the network via the Council’s SLL VPN solution. If this is not possible, then the ICT Manager should assess what action is required to ensure compliance with the Code of Connection requirements.

ICT should request a copy of the signed Acceptable Usage Policy from HR or departments and, if this is not available, send a copy to the relevant contractor/external suppliers with a copy of the Information Security Policy and ask each to complete and sign.”

Members asked if there could be a security issue with a third party accessing the Council's site. It was noted that that a confidentiality agreement was in place and the Audit Services manager would follow up the request for a copy of the policy signed by the external supplier and report back to Members.

Members also asked if there could be a possible conflict of interest between the Council and Capita which could disadvantage the Council, it was noted that this could apply to whoever was awarded the contract.

“That the role of Information Security Manager should be formally recognized and appropriate resources be made available. The role should include reviewing logs associated with privileged and sensitive activities.”

It was noted that no such post existed within the Council and Members expressed concern that this could lead to a weaknesses in the system as one person does not have overall responsibility.

It was **AGREED** that this issue would be referred back to Corporate Team for consideration and would be the subject of and update to a future meeting.

With regard to Action AR-F&MIS_030 it was **NOTED** that Data Protection training would be taking place for staff during the months of May-July.

It was also **AGREED** that as key staff were now in place in the Finance department a timescale for the closure of the 09/10 accounts would be brought to a future meeting which would enable any slippage to be identified earlier.

It was noted that many of the actions relating to Regeneration were still outstanding and it was **AGREED** that would be referred back to Corporate Team and a report submitted to Committee in due course.

AU 46 Progress on the Direction of Travel Statement 2009

A report was submitted and noted on improvements made since the last Direction of Travel Report. It was noted that a draft report should be available by the end of February and could be subject to a joint meeting of the Corporate Improvement Board and the Audit Committee.

The meeting closed at 12.45 pm

Chairman