

Crawley Borough Council

Audit and Governance Committee

Agenda for the **Audit and Governance Committee** which will be held in **Committee Room B**, Town Hall, Crawley, on **Wednesday 13 March 2013** at **6.30 pm**.

Nightline Telephone No. (01293) 551636



Head of Legal and Democratic Services

Membership:

Councillors: A J E Quirk (Chair), I T Irvine (Vice-Chair), C A Cheshire, C R Eade and L A Walker

Please contact Roger Brownings (Legal and Democratic Services Division) if you have any queries regarding this agenda.

Telephone number: 01293 438283

Email: roger.brownings@crawley.gov.uk

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The order of business may change at the Chair's discretion

Business - Part A

1. Apologies for Absence

2. Members' Disclosures of Interest

In accordance with the Council's Code of Conduct, members of the Council are reminded that it is a requirement to declare interests where appropriate.

3. Minutes

To approve as a correct record the minutes of the meeting of the Committee held on 11 December 2012 (**Enclosure A**).

4. Fraud and Inspections Team Report

To consider report FIN/296 of the Fraud and Inspections Manager (**Enclosure B**).

5. Governance matter arising at the Committee's 11 December 2012 meeting

1. At the meeting of the Audit and Governance Committee on 11 December 2012, the Committee considered an Internal Progress Report by the Audit and Risk Manager. As part of that report, there was a discussion on the Worth Park Restoration Project Audit 2012/13, paragraph 3:3:3 of the report refers. As part of the detailed discussion on that project, the Committee discussed the role of Project Boards for Major Capital Projects. A Member of the Committee sought information of the process for deciding the composition of these Boards.

2. Project Boards in CBC usually support highly visible, costly and important projects. Projects can be triggered by a decision of the Cabinet or Council. A Project Board may be required because of financial regulations or for reasons of complexity, importance, public profile or other considerations. Project Boards, Steering Groups, Working Parties are consultative and advisory bodies only and have no Executive Decision making functions. Projects are managed at different levels across the organisation.

3. There are no set arrangements for Member involvement in Capital Projects and the level of Member involvement in projects does vary.

4. In the majority of cases, progress of a Capital Project is reported to the relevant Cabinet Member through Portfolio Briefings and Ward Members are consulted and kept informed. Examples of the latter include neighbour parade schemes, residential improvements and affordable housing schemes.

5. In a small number of cases there is more direct Member involvement depending on the nature of the project. Some projects have close party involvement. Examples would be letting a tender for a town wide service (leisure, The Hawth and refuse collection). Some major Capital Projects are not Ward specific e.g. the replacement

museum. For these projects, the Director agrees with the Portfolio Holder and Leader to the size and the parties nominate suitable Members to those Groups. Boards for projects which are more Ward specific are established by the Director/Head of Service and Portfolio Holder.

6. Members are involved in Project Boards/Steering Groups and informal Working Parties in a number of ways and on a case by case basis with a mixture of Cabinet Members and Ward Members being involved. Examples include: the Mill Pond, Museum, Bewbush Neighbourhood Centre and Langley Green Neighbourhood Centre.

7. Worth Park Restoration project is a formal project. It is the responsibility of the Project Sponsor (Director) to decide if a Project Board/Steering Group is required. The relevant Portfolio Holder will be on such a project. The Project Sponsor/Project Manager chose the members to sit on this Steering Group in consultation with the Portfolio Holder for Leisure and Cultural Services. This included a Ward Member thereby providing the link with Pound Hill North Ward Members and the Community and the Portfolio Holder for Planning and Economic Development providing the link with other senior Members as well as Heritage Advisor.

8. In conclusion, Members are selected and involved in Project Boards, Steering Groups and informal Working Parties on a case by case basis with the intention of being inclusive and not detracting from formal decision making structures.

9. Recommendation

9.1 To note the issues raised.

6. Agenda items submitted by Ernst and Young:-

(a) Audit Progress Report

To consider a Progress Report from Ernst and Young (**Enclosure C**).

(b) Annual Certification Report (2011/12)

To consider Ernst and Young's Annual Certification Report (**Enclosure D**).

(c) Audit Plan 2012 / 2013

To consider Ernst and Young's Audit Plan 2012 / 2013 (**Enclosure E**).

(d) Annual Audit Fee 2012/13

To consider the letter from Ernst and Young as attached (**Enclosure F**).

7. Internal Audit Annual Plan 2013 / 2014

To consider report FIN/299 of the Head of Finance, Revenues and Benefits (**Enclosure G**).

8. Internal Audit Progress Report as at 28 February 2013

To consider report FIN/297 of the Audit and Risk Manager (**Enclosure H**).

9. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

10. Exempt Information – Exclusion of the Public

The Committee is asked to consider passing the following resolution:-

That under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

Business – Part B

11. Play Service Theft – CI1213.08

(Exempt Paragraph 2– Information which is likely to reveal the identity of an individual).

To consider report FIN/298 of the Head of Finance, Revenues and Benefits.
(Enclosure I).

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