

Notice of Meeting

Audit & Governance Committee



SURREY
COUNTY COUNCIL

Date & time
Thursday, 21
February 2013
at 10.00 am

Place
Ashcombe Suite,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact
Helen Rankin
Room 122, County Hall
Tel 020 85419 126

Chief Executive
David McNulty

helen.rankin@surreycc.gov.uk

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9068, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email helen.rankin@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Helen Rankin on 020 85419 126.

Members

Mr Nick Harrison (Chairman), Mr W D Barker OBE (Vice-Chairman), Mr Stephen Cooksey, Mr Tony Elias, Mr Mel Few and Denis Fuller

Ex Officio:

Mr David Hodge (Leader of the Council), Mr Peter Martin (Deputy Leader), Mr David Munro (Vice Chairman of the County Council) and Mrs Lavinia Sealy (Chairman of the County Council)

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETINGS - 6 DECEMBER 2012 AND 12 FEBRUARY 2013

(Pages 1
- 24)

To agree the minutes as a true record of the meeting.

3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 QUESTIONS AND PETITIONS

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (*15 February 2013*).
2. The deadline for public questions is seven days before the meeting (*14 February 2013*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RECOMMENDATIONS TRACKER

(Pages
25 - 40)

To review the Committee's recommendations tracker.

6 EXTERNAL AUDIT - CERTIFICATION OF CLAIMS AND RETURNS

(Pages
41 - 56)

The purpose of this report is to inform members of the work undertaken by the council's external auditors on the certification of claims and returns and the findings and recommendations relating to that work.

7 EXTERNAL AUDIT PROGRESS REPORT

(Pages
57 - 62)

The purpose of this report is to inform members of the work undertaken by the council's external auditors on the certification of claims and returns and the findings and recommendations relating to

that work.

8 REVIEW OF THE PAMS SYSTEM

(Pages
63 - 70)

The purpose of this report is to introduce the Property Asset Management System implementation project and update the Committee on progress made in the delivery of a new Property Asset Management System.

9 COMPLETED INTERNAL AUDIT REPORTS

(Pages
71 - 84)

The purpose of this report is to inform Members of the Internal Audit reports that have been completed in the period November 2012 – January 2013

10 PUBLIC SECTOR INTERNAL AUDIT STANDARDS

(Pages
85 - 88)

The purpose of this report is to inform Members of the new Public Sector Internal Audit Standards (PSIAS) which come into effect on 1 April 2013. These standards are mandatory and should underpin the Internal Audit arrangements within the Council. The Chief Internal Auditor will be expected to report on conformance with the PSIAS in her annual report.

11 LEADERSHIP RISK REGISTER

(Pages
89 - 96)

The purpose of this report is to present the latest Leadership risk register and update the committee on any changes made since the last meeting.

David McNulty
Chief Executive

Published: 13 February 2013

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (mobiles, BlackBerries, etc.) in meetings can:

- Interfere with the PA and Induction Loop systems
- Distract other people
- Interrupt presentations and debates
- Mean that you miss a key part of the discussion

Please switch off your mobile phone/BlackBerry for the duration of the meeting. If you wish to keep your mobile or BlackBerry switched on during the meeting for genuine personal reasons, ensure that you receive permission from the Chairman prior to the start of the meeting and set the device to silent mode.

Thank you for your co-operation