

Coventry City Council

Minutes of the Meeting of Audit and Procurement Committee held at 4.00 pm on

Monday, 21 October 2013

Present: Councillor Hazel Sweet (Chair)
Members: Councillors S Bains (Deputy Chair), L Harvard, T Sawdon, B Singh.

Other Members: Councillor R Thay.

Employees : L Commane, S Davis, J Fitzgerald, S Iannantouni, P Jennings,
(by Directorate) A Kirby, S Mangan and H Peacocke (Resources)

Public Business

55. **Apologies**

Councillor R Sandy apologised for his inability to attend this meeting.

56. **Declarations of Interest**

None

57. **Exclusion of the Press and Public**

RESOLVED to exclude the press and public under Section 100(A)(4) of the Local Government Act 1972 relating to the private report at item 10 on the agenda on the grounds that involved the likely disclosure of information defined in Paragraph 3 of Schedule 12A of the Act as it contained information relating to the financial or business affairs of any particular person (including the authority holding that information) and that in all circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

58. **Minutes of Previous Meeting**

The minutes of the Committee Meeting held on 23 September were confirmed by the meeting and signed by the Chair

59. **Outstanding Issues and Work Programme 2013/14**

The Committee considered the report of the Executive Director, Resources on outstanding issues and the Work Programme 2013/14. It was agreed that because of the Labour Group Seminar on 4 November to defer the next meeting to 18 November.

It was noted that the Arena Coventry update was deferred to 18 November.

RESOLVED that the outstanding issues and The Work Programme (2013-14), as amended, by agreed by the Committee.

60. **JEEP (Justify Expenditure, Explain Performance) Reports**

The Committee considered briefing notes from the Executive Director, Resources dealing with the following matters:

- a) A Holiday Purchase Scheme which could achieve savings. The Committee noted that managers had expressed concerns about backfilling but it was noted that leave granted under such a scheme would be subject to managerial approval. Leave would be planned upfront and could be deducted over the course of the year or such other shorter term as might be agreed.
- b) The Council's talent bank arrangements as currently operated for administrative staff, which could be extended to other areas. Members asked that the arrangements consider staff who had left on voluntary redundancy and target long-term unemployed.
- c) Procedures for processing employees' expenses receipts.

RESOLVED that

- i) **The Cabinet Member for Strategic Finance and Resources considers the detailed development of a holiday purchase scheme,**
- ii) **The current talent bank arrangements for administrative posts be endorsed**
- iii) **Work continues on the talent bank arrangements for other service areas**
- iv) **The current arrangements whereby expenses receipts are scanned/emailed are noted and**
- v) **Employees be reminded that they do not have to post hard copies of their expenses receipts to the payroll team**

61. **Transformation Programme Financial Savings**

The Committee considered the report of the Executive Director, Resources which provided the Audit Committee with an update on the financial savings anticipated from the Council's Transformation Programme in 2013-14. The Programme was on target to achieve savings of £36m.

RESOLVED that the Audit and Procurement Committee note the forecast financial savings.

62. **Half Year Internal Audit Progress Report**

The Committee considered the report of the Executive Director, Resources on the Council's Internal Audit Service activity for the period April to September 2013, against the agreed Internal Audit Plan for 2013-14.

RESOLVED that the Audit and Procurement Committee:

- i) **Note the performance as at quarter two against the Internal Audit Plan for 2013-14 and the summary findings of the key audit reviews and**
- ii) **Endorse the agreed focus of improvements identified and the timescales agreed for implementation for each review.**

63. **Internal Audit Recommendation Tracking Report**

The Committee considered the report of the Executive Director, Resources which provided an update on the progress made in implementing audit recommendations since the last update in October 2012.

RESOLVED that the Audit and Procurement Committee:

- i) **Note the current procedure for following up audit recommendations and**
- ii) **Note the progress made in implementing audit recommendations and**
- iii) **Endorse the progress made and the proposed action by the Internal Audit and Risk Manager for audits where actions remain outstanding.**

64. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved.**

It was agreed that future agendas for the Audit and procurement committee should clearly distinguish between audit business and procurement items and that JEEP updates should be part of the procurement agenda.

65. **Procurement Progress Report**

The Committee received a Briefing Note from the Executive Director, Resources on procurement matters. It was noted that the procurements savings to date were on target. In discussion, the Committee heard that some of the savings forecast would be achieved following successful contract negotiations.

RESOLVED that the Audit and Procurement Committee note the October monthly progress report on procurement.

(Meeting closed at 16.50)

Signed: _____

Chair.

Date: _____