

NOTTINGHAM CITY HOMES LIMITED

ITEM: 4

AUDIT COMMITTEE

Minutes of the Meeting of the Committee held on **3 DECEMBER 2007** in the Board Room at Hounds Gate from 5.30pm to 7.15pm.

Present

Committee Members:

Anne Dean (Chair)

Harry Everington

Margaret Pugsley

Valerie Schneider

Also in Attendance

Mick Ahern - Audit Manager, NCC Internal Audit
David Angus - Interim Director of Property Services
Steve Everson - Interim Director of Finance
Janet Locker - Governance Team Leader
Tim O'Brien - Head of Landlord Operations
Jo Wileman - Director of Organisational Development

07/11 WELCOME, INTRODUCTIONS & CHAIRS ANNOUNCEMENTS

The Chair welcomed Harry Everington on the Committee.

The Committee Secretary confirmed that the quorum rule was fifty per cent of the total number of members of the Committee.

The Chair announced that item 9 on the agenda was not a separate item, it was in fact an appendix to item 6.

07/12 APOLOGIES

None received.

07113 DECLARATIONS OF INTEREST

None received.

07/14 MINUTES & NOTES OF THE MEETING 11 JUNE 2007 The

minutes were adopted as a true record of the meeting. **07115**

MATTERS ARISING

No matters arising.

07/16 PROGRESS AGAINST THE 2007108 AUDIT PLAN

The City Council's Audit Manager (AM) gave a brief update on progress made to date. He advised the Committee that following discussions with the Head of Performance & Best Value it has been recommended that the audits for Management of Performance Indicators and Management Information Systems be merged.

The Committee was advised that some audits had been delayed due to staff not being available during the Mock Inspection; this had been compensated for by bringing a number of audits forward in the plan. It was reported that all other audits had been completed.

The Committee approved the amendments to the plan and noted the remainder of the report.

07/17 OUTSTANDING ACTIONS

The Interim Director of Finance (IDF) presented a report which included a schedule of recommendations and actions from previous audit reports that remained outstanding.

The Committee worked through the Internal Audit recommendation and was updated where items had slipped explanations were given. Items relating to Property Services had mainly slipped due to staff being engaged with the ROC update and the Repairs Tender submission. The targets were adjusted and were now to be completed either by the end of December 2007 or January 2008.

The report was noted.

07/18 RISK MANAGEMENT

The Committee was informed that the current risk management system and risk registers had not been fully developed and that the process was to be revitalised to ensure they are embedded in the Company. The IDF advised that he would be leading on the matter and he would ask the Directors and Heads of Service to update the risk register. A training programme will be developed. The Chair requested that Board Members be included in the training.

The AM advised that risk management was included in the audit plan and he would work with the IDF to give an independent view.

The Committee noted the report.

07/19 FINAL AUDIT REPORT

The IDF presented a report which included five final audit reports.

Creditors

It was reported that NCC and NCH systems reconcile. Payments had been checked, there had been some duplicate payments of the same value.

An action plan of recommendations was produced and agreed.

