

## **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.

### **SX3**

It was reported that the scope of the audit included access controls, interfaces and Data Protection. It was recommended that:

- (i) Access rights are reviewed to ensure that staff have the appropriate access to their job role and leavers are removed from the system;
- (ii) A data retention policy be developed; and
- (iii) Data sharing protocols be developed with the partners of HomeLink.

An action plan of recommendations was produced and agreed. **Cash**

### **Collection**

It was reported that the Aspley and Bulwell Area Offices were audited; the audit included random balances, controls of reversals, unders and overs and training of staff.

An action plan of recommendations has been produced and agreed.

The IDF was concerned about the number of recommendations contained in the audit report, he advised that in addition to the controls outlined the Company's Finance Team would be engaged in random checks.

### **Housing Rents**

The AM advised that the Housing Rents system was a strong area that had been tried and tested. He raised the matter of use and access rights to the system and that the access rights should be reviewed.

Harry Everington asked for an explanation for the rising former tenant arrears, the Head of Landlord Operations informed the Committee that an increased level of activity would be reported in the second half of the year. Furthermore, more emphasis was to be made on pre-termination visits and start-up of tenancies.

The Committee was informed that the statutory period before write-offs is six years, however, if no forwarding address is provided a write off or write out is actioned.

An action plan of recommendations was produced and agreed.

### **Sundry Income**

The AM advised the Committee that the Company received sundry income via the Adaptations and Nottingham On Call. He reported that no concerns had been highlighted.

An action plan of recommendations was produced and agreed.

**The reports and recommendations were noted.**

**The meeting closed at 7.15pm**

**Signed .....** **Date .....**