

AUDIT COMMITTEE

Minutes of the Meeting of the Committee held on **10 June 2008** in the Interim Director of Finance office at Hounds Gate from 5.30 pm to 6.55 pm.

Present

Committee Members:

Anne Dean (Chair)

Margaret Pugsley

Valerie Schneider (Arrived 5:40pm)

Also in Attendance

Kyla Bellingall - Grant Thornton UK LLP (left 6:20pm)

Steve Everson - Interim Director of Finance

Julie Jones - Grant Thornton UK LLP (left 6:20pm)

Mark Lawson - Rents Manager (arrived 5:40pm and left 5:50pm)

Janet Locker - Senior Governance Officer (Minute Taker)

Sue Lomax - Allocations Manager (left 5:50pm)

Darrell Smith - Decommissioning & Service Improvement Manager (left 5:50pm)

07/38 WELCOME, INTRODUCTIONS & CHAIRS ANNOUNCEMENTS

The Chair welcomed attendees to the meeting.

07/39 APOLOGIES

None received.

07/40 DECLARATIONS OF INTEREST

None received.

07/41 MINUTES

07/41.1 MINUTES OF THE MEETING HELD 3 MARCH 2008

The minutes were adopted as a true and accurate record of the meeting.

07/41.2 MINUTES OF THE MEETING HELD 10 MARCH 2008

The minutes were adopted as a true and accurate record of the meeting.

07/41.3 MINUTES OF THE MEETING HELD 14 APRIL 2008

The minutes were adopted as a true and accurate record of the meeting.

07/42 INTERNAL AUDIT CONTROLS – AUDIT REGISTER

The Chair advised that the Committee would focus on exceptions only.

The Committee sought assurance from officers that the targets were realistic and would be met.

07/42.1 Ref: 65

The Allocations Manager gave a brief update on progress. The Committee was advised that the Company was waiting for NCC to make the amendments to the policy. It was reported that until the policy had been amended Ref: 65c could not be completed. The delay was a cause for concern as it related specifically to re-housing owner occupiers. Reference was made to the Stonebridge Park scheme and that it demands a swift outcome.

The Committee was assured that the allocations procedures were now robust and was evidenced based.

07/42.2 Ref: 76a

The Allocations Manager gave an update on progress to date. Committee was advised of the potential risk in IT development. The Company was working with Northgate on the whole system, there could be a delay if the system had to undergo a re-build, a business process review had been completed which identified areas of the system that were not working and this matter had been prioritised with Northgate.

07/42.3 Ref: 101

The Decommissioning & Service Improvement Manager advised the Committee that an extension of the target date was required to the end of July 2008. Arrangements had been made to visit other Northgate users who had achieved 2 or 3 star status. The issue for the Company was surrounding the reporting of multiple exclusions.

07/42.4 Ref: 85 – 92

The Rents Manager advised the Committee that the service had undergone a recent internal audit by TIAA, a report would be submitted to the next meeting of the Committee.

07/43 ENGAGEMENT LETTER

The Interim Director of Finance informed the Committee that the Board was required to approve the engagement letter between the Company and its external auditors Grant Thornton UK LLP.

The Chair signed the engagement letter on behalf of the Company.

RESOLUTION

The Committee approved the engagement letter between the Company and Grant Thornton UK LLP, and the Chair of Audit signed the engagement letter on behalf of the Company.

07/44

EXTERNAL AUDIT STRATEGY

The external auditors informed the Committee that their report contained commercially sensitive information. Should the Committee choose to release the information into the public domain, Grant Thornton would have no objection. The Committee agreed that the item was deemed confidential.

07/45 THE PUBLIC AND THE PRESS WERE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE EXTERNAL AUDIT STRATEGY ITEM IN ACCORDANCE WITH THE COMPANY'S ACCESS POLICY. THE PERIOD OF DISCUSSION WAS FROM 6:00 PM TO 6:20 PM.

07/46 RISK MANAGEMENT PANEL TERMS OF REFERENCE

The Interim Director of Finance presented the proposed Terms of Reference for the Company's Risk Management Panel.

The Committee was asked to satisfy itself that the responsibilities assigned in the Terms of Reference were sufficiently adequate to ensure the Panel fulfils its role in embedding Risk Management across the Company. In addition, the Committee was asked to approve the Terms of Reference and the proposed membership of the panel.

RESOLUTIONS:

The Committee:

- 1. Was satisfied that the responsibilities assigned within the Terms of Reference were sufficiently adequate to embed Risk Management across the Company; and**
- 2. Approve the Risk Management Panel's Terms of Reference and the membership.**

07/47 FORWARD PLAN

The Committee noted the Forward Plan.

07/48 DATE OF THE NEXT MEETING

The Committee was advised that the date of the next meeting is scheduled for 14 July 2008 in the Board Room, 14 Hounds Gate, Nottingham, NG1 7BA at 5.30pm.

The meeting closed at 6.55 pm

Signed Date