

Minutes

REGULATORY AND AUDIT COMMITTEE

MINUTES OF THE MEETING OF THE REGULATORY AND AUDIT COMMITTEE HELD ON WEDNESDAY 30 JANUARY 2013 IN MEZZANINE ROOM 1, COUNTY HALL, AYLESBURY, COMMENCING AT 9.30 AM AND CONCLUDING AT 12.08 PM.

MEMBERS PRESENT

Mr N Brown (Vice-Chairman)
Mr T Butcher
Ms N Glover
Mr S Kennell
Mr Z Mohammed (Chairman)
Mr R Woollard

OTHERS IN ATTENDANCE

Mr T Boyd, Strategic Director, Adults and Family Wellbeing
Mrs A Davies, Service Director: Legal and Democratic Services
Mr I Dyson, Chief Internal Auditor
Ms J Edwards, Pensions and Investments Manager
Mr J Gillett, Audit Executive, Grant Thornton UK LLP
Mr P Grady, Grant Thornton UK LLP
Ms T Ironmonger, Assistant Director of Public Health, NHS Buckinghamshire
Mr I Murray, Manager - Assurance, Grant Thornton UK LLP
Mr R Schmidt, Assistant Service Director (Strategic Finance)
Ms H Wailing, Democratic Services Officer
Ms C Wood, Procurement Manager

1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies for absence were received from Chris Williams, Chief Executive.

The Chairman welcomed the new external auditors from Grant Thornton UK LLP to the meeting.

The Chairman also welcomed Dr Evershed to the meeting.



INVESTOR IN PEOPLE



2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES

The Minutes of the meeting held on 20 November 2012 were agreed and signed as a correct record, with the following amendment:

- *Page 9, 3rd paragraph* – a member noted that Norway and Switzerland were not in the Eurozone. This to be noted in the Minutes.

Matters arising

Page 2 – Licences – Richard Schmidt, Assistant Service Director (Strategic Finance) reported that there was a Vehicle Access Licence which cost £175. This cost was increased annually. There was also a Private Property Access and Section 84 Licence, which cost £1800. There would be a change in legislation shortly to give Councils more powers on this. A member said that the purpose of the original query had been to ensure that the Council was capitalising on a potential income source.

Page 3 – Energy from Waste (EfW) – a member raised a query about why this was not on the agenda for discussion by the Committee. The Chairman said that the EfW risks would be looked at by the Risk Management Group on 15 February 2013, which had the time to look at these in detail. The Chairman also said that he did not want to compromise the ongoing judicial review in regard to the EfW project. The Risk Management Group meeting would be brought forward to look at these risks, and all Regulatory and Audit Committee members were invited to attend that meeting. The issues raised in the letter from Dr Evershed would also be discussed at the Risk Management Group.

Anne Davies, Service Director for Legal and Democratic Services / Monitoring Officer, said that a report back from the Risk Management Group would be brought to the next Regulatory and Audit Committee.

Ian Dyson, Chief Internal Auditor, said that all key officers were able to attend the Risk Management Group on 15 February 2013. Members agreed that the Risk Management Group should start at 8:30am to allow all members to attend.

Page 4 – response to letter from Dr Evershed – the Chairman said that a draft response had been prepared and needed to be sent to the Cabinet Member. The draft response would be discussed at the Risk Management Group meeting to ensure that members were comfortable with the response.

Page 4 – Dispensations – Anne Davies said that these had been dealt with at the last meeting of full Council, and that she was happy that criminal proceedings would not be taken against any members due to them not applying for a dispensation.

Page 7, Item 10, 2nd paragraph – recording of data – Ian Dyson reported that the recording of data issue had been addressed. The list of priorities which were outstanding had been updated.

Page 9, 1st paragraph – credit ratings – Richard Schmidt reported that the £1bn did refer to the balance sheet.

Page 9, 2nd paragraph – building societies – Richard Schmidt reported that the six building societies referred to were: Progressive Building Society, Cumberland Building Society, National Counties Building Society, Saffron Building Society and Cambridge Building Society.

Page 9, 4th paragraph – surplus monies – Richard Schmidt reported that the national press stories suggesting that other Councils were investing in the local economy had been investigated further. The Essex County Council scheme had now ceased and Lancashire County Council had used very small sums and had treated this as capital expenditure. To do this in Buckinghamshire the Treasury Management Policy would have to be changed.

4 INTRODUCTION TO EXTERNAL AUDITORS AND AUDIT FEE LETTER

The Chairman welcomed Paul Grady, Iain Murray and Julian Gillett from Grant Thornton UK LLP, the new external auditors for the County Council.

Paul Grady said the following:

- The fee letter was attached to the agenda papers. The letter had been sent out later than planned due to the business having been taken over by Grant Thornton later than planned.
- The fee stated in the letter would vary if an unforeseen significant risk arose.
- The Audit Commission was setting a composite fixed fee from 2013 for grant certification, which incorporated some efficiencies brought about by outsourcing.
- The outline audit timetable was also shown in the letter. The financial resilience section was similar to the value for money conclusion, with further analysis.

A member said that the auditor for Aylesbury Vale District Council had said that the Audit Commission fees would remain steady for five years, and asked if this was correct.

Paul Grady said that this was correct, unless there was a substantial change in risk.

Ian Dyson, Chief Internal Auditor, said that the engagement so far between the new external audit team and the Council was excellent. The external audit team had public sector backgrounds, and so had knowledge of how the County Council operated. The external audit team had also offered to share benchmarking information with the Council.

Paul Grady said that he had previously worked at Surrey County Council and had been a District Auditor with the Audit Commission for five years.

Iain Murray said that he had spent ten years with the Audit Commission and had been trained there.

Julian Gillett said that he had worked for the Audit Commission for six years and had also spent 20 years working in the public sector, including working on preparation of accounts.

A member asked if a Grant Thornton auditor would be attending all Regulatory and Audit meetings. Paul Grady said that they would be attending all meetings but that he had to leave the meeting early on this occasion.

The Chairman said that members welcomed the 40% reduction in the fee and asked if they could guarantee there would be no depreciation in the quality of service.

Paul Grady said that the quality of service would not change. The reduction in the fee had come about due to a substantial reduction in overheads when the Audit Commission was reduced in size. Some efficiencies had also been generated by the Firm and the market share had increased from 8% to 40%. The Audit Commission had previously delivered 70% of the market share. The Firm's approach also now included a global methodology, and the software being used was more efficient.

5 PUBLIC HEALTH TRANSITION - RISKS AND GOVERNANCE

Trevor Boyd, Strategic Director for Adults and Family Wellbeing, and Tracey Ironmonger, Assistant Director of Public Health, were welcomed to the meeting.

They reported as follows:

- Trevor Boyd had last attended the Committee in September 2012, and members had asked for an update at a future meeting.
- The public health allocation for Buckinghamshire had been announced on 10 January 2013.
- The allocation was £15.7m (£30 per head of population) for 2013/14 and £17.2m (£33 per head of population) for 2014/15.
- The allocation was a significant improvement on the original estimate of £15 per head which had been announced by the Department of Health in February 2012. The Public Health Team in Buckinghamshire had worked hard to have this figure increased by reflecting all the costs for services which were being transferred to the County Council. Activity data had been used to show estimates of spend.
- Over time the allocation would become needs-based. Buckinghamshire was expected to benefit from this change.
- Areas of current expenditure included staff, overheads and back office support costs (£2.1m) and commissioned service and project costs (£12m). A number of work streams came under the latter, including sexual health services, smoking and tobacco, health protection and obesity. The level of spend had to be reported against all these services.
- Sexual Health services were a high risk area as residents could attend any sexual health service in the UK without prior notice, and the cost would need to be paid by the Council. Due to the service being demand-driven, there was limited control over expenditure. To address this, a service had been commissioned in Buckinghamshire which provided a lower cost service for less-complicated cases, with an active prevention and information programme. Activity data had been used to estimate the costs and a contingency fund had been built into the budget.
- The Cabinet at the County Council had approved a Public Health Vision and Strategy. This included an internal strategy for the Council.
- The Public Health Transition Steering Group was monitoring a transition work programme. This included: developing key finance elements such as the SAP hierarchy and scheme of delegation and training cost centre managers in SAP; contract management arrangements; consultations with staff, staff transfer arrangements and induction / training programmes; review of governance policies for the Council and for the Primary Care Trust and identifying key gaps re: commissioning of clinical services; discussions about Public Health providing 'the Healthcare Offer' to NHS commissioners; review of the Healthy Communities Partnership, including radical proactive work, and the drafting of a partnership covenant.

Trevor Boyd said that the transition planning was robust and that the Steering Group, chaired by the Cabinet Member for Health and Wellbeing, had been pivotal in bringing this about.

The Chairman asked for his thanks to be passed to the Public Health team for their work in bringing about an increase in the allocation.

A member said that prevention did not appear as a priority for the public health work, and said that prevention was very important. Tracey Ironmonger said that the categories used to map the spend in the paper were nationally set and were not local categories. Locally, the Joint Strategic Needs Assessment (JSNA) was used to set priorities, and prevention was a key component in the JSNA and local priorities.

A member said that a lack of gritting on pavements during the severe weather had not helped public health. Tracey Ironmonger said that all departments needed to look at how they provided services, and to take a broader view. Public Health should not be seen as a Council work area, but as a topic for all partners.

Trevor Boyd said that he chaired a multi-agency group looking at falls prevention, and that this included looking at the issue of gritting on pavements.

Anne Davies, Service Director, Legal and Democratic Services / Monitoring Officer said that she and Trevor Boyd would be attending a seminar that week which would look at new funding initiatives coming out and how these could be useful.

A member said that Council tax could not be expected to fund gritting of pavements, and that people should be encouraged to sweep their own pavements. Trevor Boyd said that a communication had been sent out about this when the severe weather had arrived.

Ian Dyson, Chief Internal Auditor said that a joint approach was needed for public health. Regulatory and Audit Committee members needed to have assurance about how and where the issues and risks described were being managed.

Anne Davies said that the JSNA spread across Council service areas. The decision re: gritting of pavements would be taken by the Place Service but informed by the Public Health Strategy. Trevor Boyd said that these sorts of issues would probably be discussed at the Healthy Communities Partnership. Decisions were taken with the advice of the Shadow Health and Wellbeing Board, and conflicts were considered at Cabinet or COMT (Chief Officers Management Team).

Tracey Ironmonger said that the operating model was that there would be a public health team which would reach out to other departments and facilitate these types of discussions.

Ian Dyson asked how the public could contact the Public Health Team. Tracey Ironmonger said that they would be setting up a meeting with the Council's business support leads to ensure that the contact centre was fully briefed.

A member asked how the allocation compared with other comparable authorities. Trevor Boyd said that the allocation for Oxfordshire was £40 per head of the population (an increase from £30 per head). The national spend of public health had previously been £2.2bn, and had now been increased to £2.9bn.

A member asked if more funding could be requested in the event of public health emergencies. Tracey Ironmonger said that from experience in the NHS, additional resources were usually made available if something significant happened (e.g. a flu pandemic).

A member asked if Trevor Boyd and Tracey Ironmonger were happy that there was clarity of understanding regarding the making of decisions.

Anne Davies said that changes to the Council Constitution would be brought to the next meeting. This would include changes to delegations to include public health staff.

A member asked if there was a potential offset of cost from income gained from people from other areas using sexual health services. Tracey Ironmonger said that there was, but that Buckinghamshire tended to have more people going out of area than coming into the area to use services.

A member asked if there was a national tariff for sexual health services. Tracey Ironmonger said that there was.

A member said that the process for billing of sexual health service usage could be onerous for the County. The member asked how long bills took to be sent out, what was meant by a 'resident,' and what would happen if overseas residents used the services.

Tracey Ironmonger said that there was a National Task Group looking at sexual health services and that Buckinghamshire had fed issues to the Task Group. Because local residents could attend sexual health services across the Country, resolving issues around payments needed to be addressed at a national level

Currently a 'resident' was defined as the GP with which the individual was registered. This was also being looked at by the National Task Group.

The issue of services being used by overseas residents was currently being looked at. It was thought that the NHS Trust could claim back the money. Public health services locally were very limited in what they could do.

A member said that funding should not be wasted or used on huge campaigns. Trevor Boyd said that Cabinet and senior officers would ensure that money was not spent frivolously. Anne Davies said that the Council had a very robust process for contracts.

A member said that there should not be increased costs due to chasing up of small fees, and asked if a minimum fee could be put in place. Tracey Ironmonger said that for services delivered by NHS Trusts the County would act as an associate commissioner to a larger NHS contract and that the Commissioning Support Unit would receive individual invoices and then bill the County on a monthly or quarterly basis.

A member asked about the management of risks. Tracey Ironmonger said that the Primary Care Trust risk register was being updated to reflect risks from April onwards and would be transferred and then converted to scoring used by the Council.

Ian Dyson said that the Committee had received assurance that the risks of transition were being dealt with and that everything was on track for the handover on 1 April 2013.

The Chairman referred to the contract novation risk and asked if all the risks involved had been looked at. Tracey Ironmonger said that the majority of contracts (particularly the larger contracts) would be managed by commercial services in liaison with the NHS and would be transferred under a transfer scheme. Contracts which expired on or before 31 March would be renewed by BCC for 1 April 2013 onwards.

Anne Davies said that the Council's contract standing orders would be followed.

6 TREASURY MANAGEMENT STRATEGY

Julie Edwards, Pensions and Investments Manager, was welcomed to the meeting.

Julie Edwards took members through her report.

The purpose of the Report was for the Regulatory and Audit Committee to consider the Council's Annual Treasury Management Policy Statement, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2013/14 before they were submitted to full County Council on 14 February 2013.

Specific points noted were:

- Arlingclose, the Council's treasury management adviser, had recommended that the three month internal limit was removed and that the Council could consider investing in Eurozone banks on a 'bank by bank basis.'

- Proposed changes to the Treasury Management Strategy included improving the potential for diversification and optimising access to investments in the world's highest rated institutions (the total maximum which could be invested in an AAA sovereign-rated individual country had been increased from £25m to £30m).
- Any decisions taken would need an adviser. They would also be discussed at the Treasury Management Group, which had two elected members on it.

A member referred to page 20 and said that they felt that more time should pass before investing in Eurozone banks, and that the Council should be wary.

The member referred to the fifth bullet point on page 21 and said that they did not understand why there was an increase of the maximum duration of investment with UK local authorities from 3 years to 25 years and why a counterparty limit of £25m had been applied.

Julie Edwards said that decisions on Eurozone banks were being made on a 'bank by bank basis,' and that the banks most likely to be chosen for investments were in Germany.

Julie Edwards also said that their adviser had suggested that the Council could pay off some of its debt, but that there would be a premium attached. The other option was to lend some money to another local authority, which would be £1m cheaper over a ten year period. The specific proposal was for a ten year loan. A couple of the loans were for 23 years. The changes gave increased flexibility.

A member said that there had been historical problems with German savings banks. Julie Edwards said that it depended on the credit rating of the banks whether or not investments were made.

A member said that the Committee had a duty to protect Council money, and a member said that northern Europe was usually considered sound for investments (e.g. Finland, Norway, Sweden and Switzerland).

A member said that if investments were going to be made in a Eurozone bank, this should be agreed by the Service Director for Finance and Commercial Services and by the Chairman of the Regulatory and Audit Committee. The decision could be referred to the Regulatory and Audit Committee if necessary.

Richard Schmidt, Assistant Service Director (Strategic Finance), said that it would not be appropriate for the Committee to clear these types of decisions as they were an independent body.

Members agreed that any concerns should be flagged up with the Chairman, and that this needed to be reflected in the Strategy – **Action: JE**

Julie Edwards said that the Service Director for Finance and Commercial Services currently approved any non-specified investment.

A member referred to investment over 10 years (e.g. for affordable housing) and said they would be interested to see if the Council could use bonds or work with District Councils re: funding.

Julie Edwards said that investments for social housing providers would be for a maximum of 5 years.

Ian Dyson, Chief Internal Auditor, suggested that for the first year in any instances where an investment was being made for over 10 years, a report could be brought back to the Regulatory and Audit Committee to check that there was a clear risk management process.

A member asked if the Cabinet Member for Resources was involved in the decision-making. Ian Dyson said that the Cabinet Member was part of the decision-making process. One option

was that the Cabinet Member could be asked to check with the Regulatory and Audit Committee if anything was outside the Strategy. This could be considered at the next meeting.

Ian Dyson said that reassurance needed to be put into the Strategy.

Members asked that wording to be added to the Strategy re: in the event of it being in the best interest of the Council to operate outside the Strategy – **Action: JE**

The Committee RECOMMENDED to Council the Treasury Management Policy Statement, Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2013/14, together with the Prudential Indicators for the next four years.

7 INTERNAL AUDIT PROGRESS REPORT INCLUDING Q4 PLAN

The Committee received the report of the Chief Internal Auditor. The Report set out the audit reports finalised since the previous meeting and the status of the management actions.

Page 4 showed the audits which had been completed in the previous period. The Audit report 'Adults and Family Wellbeing (AFW) – Safeguarding Vulnerable Adults – Quality Assurance Framework' had received a limited audit opinion. This area had been flagged up with Internal Audit as an area of concern by the Service Director for Operations in AFW, and the audit report had confirmed the concerns of the Service Director. There had been very good engagement with the Service Director and an action plan had been drawn up very promptly. It was suggested that the Committee invite the Service Director to a future meeting – **Action: ID/HW**

The Audit report 'Decision making process and project management' had not been an assurance-based audit, but had reviewed the efficiency of the process. The audit had mapped out all decision-making processes, and a report had gone back to the Chief Officers Management Team (COMT), highlighting where there were issues. COMT had taken these on board and was responding with a detailed action plan.

The financial irregularity investigation regarding a payment card, which had been referred to at the previous meeting, was ongoing. Full details would be supplied at a future meeting.

Two further financial irregularities had been reported, and related to the 'Zapora' income collection system and to the use of mobile phones. Internal Audit was working closely with the ICT department on the first.

In terms of follow up of actions, positive engagement had been received from senior managers in progressing actions. A small number of high priority actions had not been implemented in accordance with the original timescales. These were listed in Appendix 3.

In regard to the Counter-Fraud Plan, a review of purchasing cards had been carried out and this would be reported to the Regulatory and Audit Committee at a future meeting.

A Special Educational Needs (SEN) audit was currently underway and this would be reported at the next meeting. Any concerns would be raised with the Service Director.

A member asked why some completed audits had 'N/A' under the audit opinion. Ian Dyson, Chief Internal Auditor, said that these were audits with no direct assurance. The audit of decision-making processes had looked at the efficiency of the processes but had not resulted in an opinion.

A member said that their District Audit Committee had made reference to a document called 'Protecting the Public Purse.' Ian Dyson said that this report came out once a year and included a checklist for counter-fraud arrangements. The Council had outsourced its anti-fraud work to Wokingham Council. Ian Dyson declared an interest at this point as the outsourcing work was managed by his nephew.

A member said that they were pleased to hear that there had been prompt action in response to the audit of AFW Safeguarding Quality Assurance Framework. The member referred to the SEN audit that was planned, and said that Buckinghamshire had a high proportion of pupils with an SEN statement. Ian Dyson said that there had been a review, followed by a revised strategy, which was looking at that type of issue. The audit was more about processes.

In both the SEN audit and the Safeguarding Vulnerable Adults audit, the original concerns had been reported by the Service Directors and Audit had then responded to these.

The Committee noted the report of the Chief Internal Auditor.

8 RISK MANAGEMENT GROUP UPDATE

The Committee received the report of the Risk and Insurance Manager.

The Risk and Insurance Manager had sent apologies, so Ian Dyson, Chief Internal Auditor, took members through the report.

The last Risk Management Group meeting had been on 3 December 2012, and had met specifically to discuss the risk management arrangements which were in place for the development of the Buckinghamshire Learning Trust. The meeting had consisted of a 2 ½ hour session with Chris Munday, Service Director for Learning, Skills and Prevention.

Good assurances had been given at the meeting that a Risk Management Strategy was in place, as well as a good challenge process.

There were some areas for improvement, such as the risk management recording needing to go onto risk management templates.

Since the Risk Management Group meeting the Learning Trust had been agreed by the Council's Cabinet. More detailed arrangements would now be put in place, such as performance indicators and targets. The target date for the beginning of the Learning Trust was September 2013. The Learning Trust would be a separate body, not a local authority company.

Anne Davies, Service Director for Legal and Democratic Services, said that the contractual relationship between the Learning Trust and the Council needed to be appropriate and well-managed. Issues such as who owned or managed data needed to be clarified. Some statutory responsibilities remained with the Council, and the Learning Trust would have a very complex statutory framework.

A member asked who the Learning Trust trustees from the Council would be. An answer would be obtained from Chris Munday – **Action: HW**

Members asked that Chris Munday be invited to the next Regulatory and Audit Committee to provide an update on risks associated with the Learning Trust and Academies – **Action HW**

Members noted the report

9 REPORT OF THE LOCAL GOVERNMENT OMBUDSMAN

The Committee received the report of the Service Director for Legal and Democratic Services / Monitoring Officer.

Anne Davies, Service Director for Legal and Democratic Services / Monitoring Officer, said that the Report related to a formal report from the Local Government Ombudsman stating that injustice had been caused to a person aggrieved in consequence of maladministration on 28 November 2012.

Anne Davies said that she was satisfied that, firstly, the Ombudsman's findings should be accepted, secondly, that the recommended payment be made and thirdly that the service area was considering whether the circumstances of this case required further and more general action.

The Council had engaged in considerable correspondence with the Ombudsman about this matter, partly because it felt that the investigation had not been conducted well by the latter. However, it was the Monitoring Officer's opinion, ultimately agreed by the service area, that despite these misgivings, the Ombudsman's findings and recommendations were not amenable to challenge.

The report had been accepted by the Service Director for Learning, Skills and Prevention.

A member asked if there was a way of challenging an Ombudsman decision. Anne Davies said that the only route of challenge would be through a judicial review.

A member referred to page 67, and asked where the money would be held for Z until he was 21. Anne Davies said that it would be held jointly by the Council and by Z's grandparents.

A member asked if the Chief Internal Auditor's actions would pick up the issues described in paragraph 70 (page 68). Ian Dyson, Chief Internal Auditor, said he would check this – **Action: ID**

Ian Dyson said that the Committee could ask the Service Director how he was responding to the report when he attended the next meeting.

The Committee noted the report of the Monitoring Officer.

10 STANDING ORDERS RELATING TO CONTRACTS - EXEMPTIONS REPORT

The Committee received the report of the Commercial Manager.

Caroline Wood, Procurement Manager, took members through the Report.

The Committee had previously asked for a report to come to the Committee every six months, that it should include the number of new contracts which had complied with standing orders, and that the exemptions be categorised by value.

The Report provided an update as to the volume and nature of exemptions that had been applied for.

Standing Orders relating to Contracts stipulated that a register of all exemptions applied for by service areas be maintained by Commercial Services on behalf of the s151 Officer. From 1 October 2012 to 31 December 2012, 16 exemptions had been registered. This was a reduction compared to the previous quarter.

The total value of exemptions 1 October to 31 December 2012 was £1716 454. This included a spot purchase by the Adults and Family Wellbeing Service.

The Commercial Manager was satisfied that all the exemptions applied for were correct and justified.

In regard to e-sourcing, as the volume of activity was lower than expected and following the Committee meeting in November, all Service Directors had been asked to provide a statement of compliance in respect of using the portal for sourcing and to provide a copy of their contracts registers so that assumptions could be tested.

Returns had been received from all Service Directors except three – John Lamb, Rachel Rothero and Sarah Ashmead. An assessment of the returns was underway but was proving more difficult than anticipated due to how spend data was configured (this varied between service areas). An update would be provided to the Committee in due course.

Increasing the use of the portal continued to be a priority for Commercial Services.

The Property Service was not using the e-portal, and Caroline Wood was conducting a session for the Property Service on the following day. Amey was progressing towards using the e-portal.

As a result of the above, Caroline Wood could not provide assurance that all services were using the e-portal.

A member said that 50% of exemptions were sought on the basis of there being no viable alternative, and asked how this figure compared to other local authorities. Caroline Wood said that she had tried to get comparative data but that other local authorities had not provided this.

Ian Dyson, Chief Internal Auditor, said that it would be good to see and compare the parameters for standing orders at other local authorities. The Council had very low figures, which could indicate it was risk-averse.

Caroline Wood said that the thresholds would be reviewed in 2013-14.

A member said that they were concerned about the lack of response from senior officers in regard to the e-portal. The Chairman said that he would write to the three service directors named above, giving a timescale for them to respond. Action: ZM

Members discussed the exemptions received and registered retrospectively (page 76). Caroline Wood told members that the exemption for the Eton Dorney Official Look was in regard to the Olympics logo, and that the contractor used had been recommended by the royal household and the Olympics committee.

The exemption in regard to the Oxford Gardens Footbridge was due to damage to the footbridge by a lorry collision. There had not been any loss adjusters in place.

A member asked if the money was being reclaimed from the lorry driver. Anne Davies, Service Director for Legal and Democratic Services / Monitoring Officer, said she would find out –

Action: AD

A member said that the amount involved (£800k) looked odd to him.

The Committee noted the report.

11 FORWARD PLAN - STANDING ITEM

Members noted the Forward Plan, and the following changes were made:

- Chris Munday to be asked to report on Academies, the Learning Trust and the SEN management actions at the April 2013 meeting

- Alison Bulman to be invited to the April 2013 meeting to update on the Safeguarding Vulnerable Adults audit which had received a limited assurance.
- External Audit Annual Audit Letter to be moved from September 2013 meeting to November 2013 meeting.
- 13-14 fee letters to be moved to the April 2013 meeting (from the September 2013 meeting)

12 DATE AND TIME OF NEXT MEETING

12 March 2013, 9:30am, Mezzanine Room 1, County Hall, Aylesbury

CHAIRMAN