

# Minutes



Listening Learning Leading

OF A MEETING OF THE

## **Audit and Corporate Governance Committee**

HELD AT 6.00PM ON 29 JUNE 2009

AT COUNCIL OFFICES, CROWMARSH GIFFORD

### **Present:**

Mr P Greene<sup>1</sup> (Chairman)

Mr P Cross, Mrs M Davies<sup>2</sup>, Mr P Harrison, Mr R Peasgood, Ms A Purse

### **Apologies:**

Mr M Harris tendered an apology.

### **Officers:**

Ms S Bayley, Mr S Bishop, Mr D Buckle, Mr G Bushell, Mrs K Fiander, Mr S Hewings, Mr T Hill, Mr W Jacobs, Mr P Nunn, Mrs P O'Callaghan, Mr H Oliver, Mr S Turner

### **Also present:**

Audit Commission - Mrs A Ockleston, Audit Manager

Capita - Ms S King, Contract Director, and Mr D Keen, Contract Manager

### **1. Election of Chairman for the municipal year 2009/10**

The committee elected Mr P Greene as chairman for the 2009/10 municipal year.

### **2. Appointment of Vice-Chairman for the municipal year 2009/10**

The committee appointed Mr P Cross as vice chairman of the committee for the 2009/10 municipal year.

### **3. Minutes 25 March 2009**

**RESOLVED:** to approve the minutes of the meeting held on 25 March 2009 and the confidential minute of that date as a correct record and to agree that the Chairman sign them.

<sup>1</sup> Mr P Greene was elected Chairman at agenda item 1.

<sup>2</sup> Mrs M Davies left the meeting after item 7.

## **4. Additional temporary resources in Finance**

Responding to a question Mr W Jacobs, Head of Finance, confirmed that he had received an in principle agreement for additional temporary resources to primarily look at Academy, Agresso and brown bin receipts subject to setting out the requirements for the role.

The committee noted the report.

## **5. Costs and savings - shared management structure**

The committee considered the report of the Head of Finance and the Advisor to the Chief Executive, which advised the committee about the costs and savings of implementing the new shared management structure. The pay-back period was estimated at 1.2 years, not 1.7 years as originally anticipated. The costs and savings were set out as follows:

- ongoing annual salary savings of £791,000 - £43,000 more than originally indicated
- one-off costs for redundancy and early retirement of pension benefits of £922,000 - £200,000 less than the maximum allocated
- one-off costs for recruitment and other minor costs of £63,000 - £37,000 less than originally indicated
- additional net salary cost of £35,000 over two financial years covering start and leaving dates of staff.

Responding to comments and questions, Mr T Hill, Advisor to the Chief Executive, Mr D Buckle, Chief Executive, and Mr W Jacobs, Head of Finance, explained that implementation of the new structure took place on an incremental basis as appointments were made rather than giving notice to directors and heads of service early on in the process. This method saved unnecessary anxiety to those affected. However, when the financial assumptions on this process were made, an implementation date of 1 April 2009 had been used. As a consequence of the incremental implementation of the structure, individuals' start and leaving dates were earlier or later than planned for in the financial assumptions. These resulted in costs and savings that were not included in the original proposal.

The committee noted the report.

## **6. Risk management strategy**

The committee considered the report of the Head of HR, IT and Customer Services that asked the committee to review the risk management strategy 2009 – 2012. This would be a joint strategy with Vale of White Horse District Council. The report asked the committee to recommend Cabinet to approve the strategy at its meeting on 2 July 2009.









