

**AUDIT AND PERFORMANCE REVIEW COMMITTEE  
2 JUNE 1999**

Present: Councillors Birch, Blatchford, McCormack, Mrs Shillcock  
Mrs Sutcliffe, North and Wheaton

Apologies for Absence were received from:  
Councillors Bailey and Beadsley

**1. Election of Chairman**

**RESOLVED** that Councillor Birch be elected Chairman of the Audit and Performance Review Committee for the Municipal Year 1999/2000.

**COUNCILLOR BIRCH IN THE CHAIR**

**2. Appointment of Vice Chairman**

**RESOLVED** that Councillor North be appointed Vice Chairman of the Audit and Performance Review Committee for the Municipal Year 1999/2000.

**3. Substitute Member**

The Committee noted the attendance of the following substitute member under Standing Order 38:

Councillor Wheaton for Councillor Beadsley

**4. Minutes**

**RESOLVED** that the Minutes of the meeting of the Committee held on 17 March 1999 be approved as a correct record and signed by the Chairman.

**5. Audit Commission Local Authority Performance Indicators for 1997/1998 (Item 1)**

The Committee had previously considered the Council's national performance indicators for 1997/1998 in October 1998. The Committee now had the opportunity to consider comparative information on the performance of the six authorities in Berkshire as well as information on national and local averages. The Committee was advised of the importance of the indicators in terms of Best Value work, for example in identifying areas for future review.

**RESOLVED** that the performance of the Council against the National Indicators, as set out in Appendix 1 to the Report, be noted.

**6. Progress on Developing the Performance Management Programme (Item 2)**

A report setting out progress on the development of the Council's Performance Management Programme was considered, which set the framework for the Council's approach to Best Value. The Committee noted that fundamental service reviews had begun in three service areas: Trading Standards; the Child Protection Service; and the Library Service. The Committee also noted the commencement of a benchmarking exercise for Legal Services and "Best Value Health Checks" for Housing Management and the Emergency Duty Team.

**RESOLVED** that progress to date be noted.

**7. Internal Audit Assurance Report January-March 1999 and Annual Assurance Report (Item 3)**

The Committee considered a report which provided a summary of internal audit activity in the period January-March 1999 and an overall annual assurance opinion in relation to audit work undertaken during the 1998/99 financial year. In terms of the annual audit report the Committee noted that 223 out of a planned 232 audits were carried out with 88% of these audits receiving a satisfactory or full assurance. The Committee also noted progress with the objective of attaining Managed Audit Status which would enable the external auditor to rely on the examinations of financial procedures and controls undertaken by Internal Audit.

**RESOLVED** that

- (i) progress made internal audit at the end of the first year of unitary status towards achieving the annual plan be noted; and
- (ii) the overall satisfactory assurance opinion for the fourth quarter of 1998/99 and 1998/99 year as a whole be noted.

**8. Item for Information**

The Committee noted the following item submitted for information only:

Audit Commission Publications (Item 4)

The meeting commenced at 7.30pm and concluded at 8.05pm

**CHAIRMAN**