

Worcestershire County Council

# Agenda Council

Thursday, 3 July 2014, 10.00 am  
County Hall, Worcester

This document can be made available in other formats (large print, audio tape, computer disk and Braille) on request from Democratic Services on telephone number 01905 728713 or by emailing [democraticservices@worcestershire.gov.uk](mailto:democraticservices@worcestershire.gov.uk)

If you can not understand the contents of this document and do not have access to anyone who can translate it for you, please contact 01905 765765 for help.

বাংলা। আপনি যদি এই দলিলের বিষয়বস্তু বুঝতে না পারেন এবং আপনার জন্য অনুবাদ করার মত পরিচিত কেউ না থাকলে, অনুগ্রহ করে সাহায্যের জন্য 01905 765765 নম্বরে যোগাযোগ করুন। (Bengali)

廣東話。如果您對本文檔內容有任何不解之處並且沒有人能夠對此問題做出解釋，請撥打 01905 765765 尋求幫助。 (Cantonese)

普通话。如果您对本文件内容有任何不解之处并且没有人能够对此问题做出解释，请拨打 01905 765765 寻求帮助。 (Mandarin)

Polski jeżeli nie rozumieją Państwo treści tego dokumentu i nie znają nikogo, kto mógłby go dla Państwa przetłumaczyć, proszę zadzwonić pod numer 01905 765765 w celu uzyskania pomocy. (Polish)

Português. Se não conseguir compreender o conteúdo deste documento e não conhecer ninguém que lho possa traduzir, contacte o 01905 765765 para obter assistência. (Portuguese)

Español. Si no comprende el contenido de este documento ni conoce a nadie que pueda traducirselo, puede solicitar ayuda llamando al teléfono 01905 765765. (Spanish)

Türkçe. Bu dokümanın içeriğini anlayamazsanız veya dokümanı sizin için tercüme edebilecek birisine ulaşamıyorsanız, lütfen yardım için 01905 765765 numaralı telefonu arayınız. (Turkish)

اردو۔ اگر آپ اس دستاویز کی مشمولات کو سمجھنے سے قاصر ہیں اور کسی ایسے شخص تک آپ کی رسائی نہیں ہے جو آپ کے لئے اس کا ترجمہ کر سکے تو، براہ کرم مدد کے لئے 01905 765765 پر رابطہ کریں۔ (Urdu)

كوردی سۆزانی، ننگیر ناتوانی تیڭیدی له ناوهرۆکی نهم بێلگهیه و دهستت به هیچ کس ناگات که و ههنگه یه تهمه بۆت، تکلیه تملظون بکه بۆ ژماره‌ی 01905 765765 و داوای رهنۆینی بکه. (Kurdish)

ਪੰਜਾਬੀ। ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮਸ਼ਹੂਰ ਸਮਝ ਨਹੀਂ ਸਕਦੇ ਅਤੇ ਕਿਸੇ ਅਜਿਹੇ ਵਿਅਕਤੀ ਤੱਕ ਪਹੁੰਚ ਨਹੀਂ ਹੈ, ਜੋ ਇਸਦਾ ਤੁਹਾਡੇ ਲਈ ਅਨੁਵਾਦ ਕਰ ਸਕੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਮਦਦ ਲਈ 01905 765765 'ਤੇ ਫ਼ੋਨ ਕਰੋ। (Punjabi)



## Council

**Thursday, 3 July 2014, 10.00 am, County Hall, Worcester, WR5 2NP**

**Membership:** Mrs P E Davey (Chairman), Mr A A J Adams, Mr R C Adams, Ms P Agar, Mr A T Amos, Mrs S Askin, Mr J Baker, Mr R W Banks, Mr M L Bayliss, Mr A N Blagg, Mrs S L Blagg, Mr C J Bloore, Mr PJ Bridle, Mr M H Broomfield, Mr J P Champion, Mr S J M Clee, Mr S C Cross, Mr P Denham, Mr N Desmond, Mrs E A Eyre, Ms L R Duffy, Mr A Fry, Mr S E Geraghty, Mr W P Gretton, Mrs J L M A Griffiths, Mr P Grove, Mr A I Hardman, Mr M J Hart, Ms P A Hill, Mrs A T Hingley, Mrs L C Hodgson, Mr C G Holt, Mr I Hopwood, Mr M E Jenkins, Ms R E Jenkins, Mr R C Lunn, Mr L C R Mallett, Mr P M Mcdonald, Mr A P Miller, Mrs F M Oborski, Mr J W Parish, Mr S R Peters, Dr K A Pollock, Mr D W Prodger MBE, Prof J W Raine, Ms M A Rayner, Mr A C Roberts, Mr J H Smith, Mr R J Sutton, Mr C B Taylor, Mr J W R Thomas, Mrs E B Tucker, Mr P A Tuthill, Mr R M Udall, Mr G J Vickery, Mr T A L Wells and Mr G C Yarranton

## Agenda

Item No	Subject	Page No
9	<b>Question Time</b> <i>To receive answers to any questions asked by Councillors (orange pages).</i>	29 - 30
10	<b>Reports of Committees</b> To consider the report of the Audit and Governance Committee ( <b>white pages - attached</b> ) which summarise the decisions taken by those Committees.	31 - 34

Agenda produced and published by Patrick Birch, Director of Resources, County Hall, Spetchley Road, Worcester WR5 2NP

To obtain further information or a copy of this agenda contact John Higginbotham, Committee & Appellate Officer on Worcester (01905) 766607 or Kidderminster (01562) 822511 (Ext 6626) or minicom: Worcester (01905) 766399  
email: [jhigginbotham@worcestershire.gov.uk](mailto:jhigginbotham@worcestershire.gov.uk)

All the above reports and supporting information can be accessed via the Council's website at <http://www.worcestershire.gov.uk/cms/democratic-services/minutes-and-agenda.aspx>

Date of Issue: Tuesday, 24 June 2014

This page is intentionally left blank

**3 July 2014**

## **9. QUESTION TIME - CONTINUED**

### **Question 5 – School suicide attempts**

5. Mr J Baker will ask the Cabinet Member with Responsibility for Children and Families:

"In view of recent homophobic comments made by a former UKIP district councillor it has come to light that nationally there has been an increase in teenage suicide rates in our schools. Could the Cabinet Member with Responsibility for Children and Families inform me of the number of LGBT students who have attempted suicide within our county schools, and does she agree with me that this is a matter that needs to be addressed by the Council?"

### **Question 6 – Air Quality Action Zones**

6. Mr P Denham will ask the Cabinet Member with Responsibility for Health and Wellbeing:

"Can the Cabinet Member with Responsibility for Health & Wellbeing please advise the Council what he has so far achieved to address the harm being caused to people breathing noxious health-threatening fumes in the ten Air Quality Action Zones in Worcestershire, which are this County Council's responsibility?"

### **Question 7 – Worcester Park and Ride**

7. Mr R M Udall will ask the Cabinet Member with Responsibility for Highways:

"Can the Cabinet Member with Responsibility for Highways confirm what are the risks and consequences identified from the decision to scrap the two Worcester Park and Ride sites. Furthermore, what measures will be put in place to reduce the impact of the decision?"

### **Question 8 – Autism Act 2009**

8. Mr R C Lunn will ask the Cabinet Member with Responsibility for Health and Wellbeing:

"Can the Cabinet Member with Responsibility for Health and Wellbeing reassure all those people diagnosed with Asperger's Syndrome that Worcestershire's three Clinical Commissioning Groups (CCGs) are fully aware of the Autism Act 2009 and the Statutory Guidance that goes with it?

Are the CCGs meeting the guidance in that Act to his

**Question 9 – County roads**

satisfaction?"

9. Dr K Pollock will ask the Cabinet Member with Responsibility for Highways:

"In the light of the apparently falling public satisfaction with the state of the roads in the County, as measured by the Key Performance Indicators, would the Cabinet Member with Responsibility like to comment on what is being done to rectify this situation?"

**Question 10 – School crossings**

10. Ms R Jenkins will ask the Cabinet Member with Responsibility for Highways:

"Would the Cabinet Member with the Responsibility for Highways please state the number of proposed controlled and uncontrolled road crossings situated outside schools that are currently on the waiting list for implementation? And where on that list is St Kenelm's Primary School's Road Crossing?"

**Question 11 – Adoption of roads**

11. Mr J W R Thomas will ask the Cabinet Member with Responsibility for Highways:

"Would the Cabinet Member with Responsibility for Highways comment on why a completed housing estate in my division still has not had its roads and pavements adopted by this County's Highways Authority?"

**Contact Points**

**County Council Contact Points**

Worcester (01905) 763763, Kidderminster (01562) 822511 or Minicom: Worcester (01905) 766399

**Specific Contact Point for this Report**

John Higginbotham, Committee and Appellate Officer,  
Worcester (01905) 766607  
Email: [jhigginbotham@worcestershires.gov.uk](mailto:jhigginbotham@worcestershires.gov.uk)

**Background Papers**

In the opinion of the proper officer (in this case the Director of Resources) there are no background papers relating to the subject matter of this report.

**3 July 2014**

## **10. REPORTS OF COMMITTEES**

### **(a) SUMMARY OF DECISIONS TAKEN BY THE AUDIT AND GOVERNANCE COMMITTEE**

#### **Annual Statutory Financial Statements for the year ending 31 March 2014**

1. The Statement of Accounts for the year ending 31 March 2014 has been completed and independently audited to meet the statutory deadline for the 2013/14 accounts to be formally approved by 30 June 2014. The County Council goes a step further than what is required statutorily (approval by 30 September 2014) and ensures these are finalised, audited and approved by 30 June 2014.

2. The independent external auditor has indicated that they will issue an unqualified audit opinion subject to the Audit and Governance Committee approving the statements and there being no matters arising from the public inspection period.

3. The Committee has approved the Final Accounts Pack including the Statement of Accounts for the financial year ending 31 March 2014 and authorised the Director of Resources to sign the Letter of Representation on behalf of the Council.

#### **Annual Governance Statement**

4. The Accounts and Audit Regulations 2011 require the Council to conduct a review at least once a year of the effectiveness of its system of internal control and publish an Annual Governance Statement each year with the financial statements. The Committee has approved the Annual Governance Statement.

#### **Overview of changes to Risk Management processes**

5. The Committee has noted the changes made to the Council's Risk Registers and the risks that have been identified as a result of the review of risk management. The changes include that:

- the Corporate Risk Register (CRR) has been reviewed and the number of risks reduced from 24 to 10
- a Transformation Risk Register has been produced which includes the 'shared risks' and also the top three transformation risks for each directorate

**Draft Internal Audit  
Annual Report 2013/14**

- the risk register template has been amended to provide opportunity to make the CRR and Transformation Risk Register more dynamic documents
  - a rank has been set for each risk. The rank has been calculated using the information provided by each directorate
  - an owner has been suggested for each risk. The role of the risk owner is to take responsibility for the risk and to have sufficient authority to ensure that the risk is managed effectively.
6. The Risk Management Strategy has been reviewed and updated to support the revised approach for the management of both corporate and transformational risks. The strategy includes a revised corporate governance structure as well as roles and responsibilities for members, officers and staff throughout the organisation. The strategy is supported by a Guide to Managing Risk which provides information for managers on how to set and manage risk, enabling a consistent approach. The Committee has noted the revised Risk Management Strategy and accompanying Guide to Managing Risk, taking note of the proposed governance arrangements.
7. The Risk and Business Continuity Manager is currently creating a forward plan for reporting risk management for the next twelve months. The Committee has agreed that a further report be brought to the Committee meeting on 12 December 2014 and further reports be brought on a 6 monthly basis.
8. The Annual Internal Audit Report presents a summary of the audit work carried out over the past year. The report specifically:
- Includes a Moderate assurance opinion of the overall adequacy and effectiveness of the Council's risk management, control and governance processes
  - Makes reference to any issues relevant to the Annual Governance Statement, and
  - Details work carried out in respect of the 2013/14 internal audit plan and individual audit opinions.
9. During the year there have been a number of areas where Internal Audit has identified the need to strengthen individual control processes. Internal Audit continues to work with the Audit and Governance Committee and management to both maintain and improve risk, control and governance processes.
10. The Committee has approved the Internal Audit



Annual Report 2013/14. The Committee has requested that future Internal Audit Reports provide information regarding the tracking of high risk audit areas. The Committee has agreed that future reports be brought to Committee on areas of work that internal audit have identified as being of limited assurance, in particular Disaster Recovery Procedures.

## **Final Internal Audit Risk Assessment and Operational Plan 2014/15**

11. Following approval of the draft Internal Audit Risk Assessment and Operational Plan at the Audit and Governance Committee held on 21 March 2014, the plan has been discussed further with directorate management teams to obtain their final approval.

12. There have only been two small changes to the Plan since the last meeting: the omission of specific reference to Systems and Customer Access with regard to ICT audits; and the inclusion of care and support planning.

13. The Committee has approved the content of the final Internal Audit Risk Assessment and Operational Plan 2014/15.

## **Work Programme**

14. The Committee noted its future work programme and agreed that a progress report on the commissioning of the Internal Audit section be brought to the September 2014 meeting with a final report to the December 2014 meeting.

**Mr W P Gretton**  
**Chairman**

## **Contact Points**

### **County Council Contact Points**

Worcester (01905) 763763, Kidderminster (01562) 822511  
or Minicom: Worcester (01905) 766399

### **Specific Contact Points for this Report**

Simon Lewis (Committee Officer) Ext. 6621  
Email: [slewis@worcestershire.gov.uk](mailto:slewis@worcestershire.gov.uk)

## **Background Papers**

In the opinion of the proper officer (in this case the Director of Resources) the following are the background papers relating to the subject matter of this report:

Agenda papers for the meeting of the Audit and Governance Committee held on 27 June 2014

This page is intentionally left blank