

COUNCIL
12 MAY 2016**REPORTS OF COMMITTEES****(a) SUMMARY OF DECISIONS TAKEN BY THE AUDIT AND GOVERNANCE COMMITTEE**

Retention and Disposal of Records

1. As part of the implementation work for the Information and Records Management Policy, an eLearning module promoting good records management practices was launched in week commencing 29 February 2016. Topics covered in the training included:
 - a) the purpose of records management
 - b) how to use the Disposal Schedule
 - c) how to use the Corporate Fileplan to manage electronic records stored in the network drives
 - d) how to use CIMU's physical records service to securely store paper records
 - e) hints and tips on how to practically managing records and information, and
 - f) where to obtain further advice.
2. The Committee has noted the training now available to all staff on good records management practices.
3. The physical destruction of paper records that are no longer required by the Council continues - the equivalent of 510 boxes have been reviewed and destroyed between September 2015 and January 2016. This work is allowing space to be more effectively managed in order to retain the records that are required to be kept. The Committee has noted the continuing work to ensure the Council is not retaining records it no longer needs to retain whilst keeping the Corporate Memory
4. Work to review the Disposal Schedule has commenced and is being worked through service by service. It is envisaged that the review will be fully complete by the end of the 2016-17 financial year. The Committee has noted the progress made with the review of the Disposal Schedule.

Counter Fraud Report 2015/16

5. The Committee has noted the Counter Fraud Report 2015/16. In administering its responsibilities, Worcestershire County Council takes a zero tolerance stance against fraud, corruption and theft, both from within the Council and from external sources. The Council is committed to an effective anti-fraud and corruption culture, by promoting high ethical standards and encouraging the prevention and detection of fraudulent activities. The Council has a low level of detected fraud when compared

with levels reported nationally. This is due to the focus on having robust controls in place to deter fraud.

6. The report summarises the Council's compliance with best practice and demonstrates its continued commitment to strong counter fraud measures. It is important that the Council maintains its counter fraud response as changes to service delivery continue to evolve. The Committee were informed that in general, the police welcomed the counter fraud work undertaken by the Council because it speeded up the prosecution process.

Internal Audit Progress Report – 1 November to 31 January 2016

7. The Committee has noted the Internal Audit Progress Report for the period 1 November 2015 to 31 January 2016.

External Audit Plan – Worcestershire County Council

8. John Gregory, Director, and Helen Lillington, Audit Manager presented the external audit plan for Worcestershire County Council to the Committee on behalf of Grant Thornton, the Council's external auditor. The Committee has noted the external audit plan for Worcestershire County Council.

External Audit Plan – Pension Fund

9. John Gregory, Director, and Helen Lillington, Audit Manager presented the external audit plan for Worcestershire County Pension Fund to the Committee on behalf of Grant Thornton, the Council's external auditor. The Committee has noted the external audit plan for Worcestershire County Pension Fund.

External Audit Plan – Informing the audit risk assessment for Worcestershire County Council and Pension Fund

10. John Gregory, Director, and Helen Lillington, Audit Manager presented an external audit report - Informing the audit risk assessment for Worcestershire County Council and Pension Fund to the Committee on behalf of Grant Thornton, the Council's external auditor. The Committee has noted the external audit report.

Work Programme

11. The Committee noted its future work programme.

Mr P A Tuthill
Chairman for the meeting

Contact Points

County Council Contact Points

County Council: 01905 763763

Worcestershire Hub: 01905 765765

Email: worcestershirehub@worcestershire.gov.uk

Specific Contact Points for this report

Simon Lewis, Committee Officer

Tel: 01905 846621

Email: slewis@worcestershire.gov.uk

Background Papers

In the opinion of the proper officer (in this case the Head of Legal and Democratic Services) 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 18 March 2016.