

CHRISTCHURCH CITY COUNCIL
MINUTES OF A MEETING OF THE
AUDIT AND RISK MANAGEMENT SUBCOMMITTEE

Held in the No. 1 Committee Room, Civic Offices
on Tuesday, 10 August 2010 at 2pm.

PRESENT: Councillor David Cox (Chairman), Councillors Bob Shearing, Chrissie Williams and Messrs John Hooper and Michael Rondel.

APOLOGIES: Apologies for absence were received and accepted from Mayor Bob Parker and Councillor Gail Sheriff.

	ACTION
<p>1. MINUTES OF PREVIOUS MEETING</p> <p>It was resolved that the minutes of the meeting of 4 May 2010, as circulated, be confirmed.</p>	
<p>2. UPDATE FROM GENERAL MANAGER CORPORATE SERVICES</p> <p>Paul Anderson provided an update on the following matters:</p> <p>P Cards</p> <p>A review has been conducted on the use of Council P cards by current staff member holders to ensure that the Council's existing P card policy was effective. A small change has been made to emphasise that for most cardholders expenditure was limited to \$1,150. This will now be controlled electronically. If an individual transaction is required that exceeds that limit, a more senior manager's P Card (Unit or General Manager) is required to be used.</p> <p>Cr Williams sought details of the number of staff allocated Pcards and the level of staff hierarchy it applied to.</p> <p>Risk Framework</p> <p>Most of the work has now been carried on the Framework, with Price Waterhouse reviewing the Policy, followed by its monitoring. This project relates to one of the identified Action Points from recent Internal Audits and as much as possible will use existing systems to enable tracking and monitoring of key Council risks.</p> <p>Preferred Supplier Status</p> <p>The reasons why the Council has a "Preferred Supplier" system was explained and examples of its application given.</p> <p>The information was received.</p>	<p>Paul Anderson</p>

	ACTION
<p>3. CORPORATE FINANCE REPORT FOR THE PERIOD ENDED JUNE 2010</p> <p>Diane Brandish provided further comment on the key financial and treasury matters for the Quarter.</p> <p>Debt Write-Off Summary – a replacement Summary for the period was tabled for information.</p> <p>The situation reflected an improvement in the debt collection process.</p> <p>It was resolved that the report be received.</p>	
<p>4 NEXT MEETING</p> <p>The next meeting will be held at 12.30pm on Tuesday, 14 September 2010 in the new Civic Offices, 53 Hereford Street.</p>	
<p>5 RESOLUTION TO EXCLUDE THE PUBLIC</p> <p>It was resolved that the Resolution to exclude the public, as set out on Page 16 of the Agenda be adopted.</p>	

The meeting concluded at 3.40pm.