

WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

AUDIT AND GOVERNANCE COMMITTEE

DATE: 30 JUNE 2008

AGENDA ITEM NO: 8

SUBJECT: CONTROL ENVIRONMENT MONITORING

Report of the Clerk and Chief Financial Officer

1. MATTER FOR CONSIDERATION

1.1. The quarterly review of internal controls.

2. INFORMATION

2.1. The arrangements for internal control within the Authority are under constant review and are regularly updated. It is good practice, and a requirement of the regulations, that Members continuously monitor the arrangements and satisfy themselves that those arrangements are sufficiently robust and are operating satisfactorily.

Risk Matters (Appendix A)

2.2. The Risk register for the Authority is attached as Appendix A. This is reviewed bi-monthly by officers jointly with the Executive's Risk register. Both the Executive's and Authority's summaries of risks are in a similar format.

2.3. There has been no significant overall change in the risks identified with the first three risks are identified as 'amber' indicating they are being closely monitored. For each of them (Local Government Bill and Concessions) the situation is being specifically reviewed by the full Authority on an ongoing basis.

2.4. Members are asked to note the risk register and its contents.

Quarterly financial monitoring

2.5. Quarterly updates on capital and revenue expenditure are usually provided to this meeting. In accordance with normal practice detailed reports are not provided at this point in the year. The final figures for both capital and revenue are included within the report seeking approval to the annual accounts. There are no variances to report yet on the 08/09 figures and a detailed update will be provided to the next meeting. This will address the impact of the proposed settlement of the concessionary fares appeal.

Changes to control arrangements

- 2.6. The Assistant Director (Finance) has taken over as Chief Financial Officer for the Authority from 1 April with further support provided by officers of the Executive's finance function. Internal procedures and regulations have been revised and amended to reflect this but no significant changes have been made to previous procedures which were all operating satisfactorily.
- 2.7. Regular reports continue to be made to the PTE Audit Committee who monitor the actions taken to ensure procedures and processes are both in place and up to date. Similarly quarterly review meetings with officers from Leeds Council continue to take place to review actions undertaken as well as to review the cash book and determine borrowing and investment transactions for the following quarter. These reviews indicate that all such controls are operating and are up to date.

3. FINANCIAL AND LEGAL IMPLICATIONS

- 3.1. None directly arising out of this report.

4. STAFFING IMPLICATIONS

- 4.1. None directly arising out of this report.

5. EQUAL OPPORTUNITY IMPLICATIONS

- 5.1. None directly arising out of this report.

6. RECOMMENDATIONS

- 6.1. That members note the report.

Clerk and Chief Financial Officer
West Yorkshire Passenger Transport Authority