

AGENDA for the **AUDIT COMMITTEE** meeting to be held in Committee Room 'B', County Hall, Hertford on Tuesday 12 December 2000 at 9.30 a.m.

MEMBERS OF THE COMMITTEE (8) - QUORUM 3

N K Brook, F J Escott, G L Francis, A Kilkerr, G A G Pulman, D E Lloyd, R Sanderson (Chairman), M Wilson

REMIT

The County Council at its meeting on 28 November 2000 amended the remit of the Committee so that it now reads:-

In relation to all services of the Council:

To scrutinise financial and other control procedures and to make recommendations thereon to the Council, Cabinet, a Select Committee or a Chief Officer on:-

- the adequacy of internal control systems
- financial statements
- the internal audit strategy and plan
- the annual report of the Chief Internal Auditor
- the implementation of Internal Audit recommendations
- the annual external Audit Plan, except in so far as it relates to value for money issues, which shall fall within the remit of the relevant Select Committee
- management's response to key issues and recommendations in District Audit and the District Auditor's management letter, except in so far as they relate to value for money issues, which shall fall within the remit of the relevant Select Committee.

AGENDA

PART ONE

1. DISTRICT AUDIT MANAGEMENT LETTER 1999/2000

Author: Mick West, District Auditor

The Committee are invited to consider the District Auditor's Management Letter (attached) which is produced each year and summarises the more important matters which have arisen during the audit for the Council's accounts.

There are no officer comments thereon.

[Note: The full Management Letter is attached for members of the Committee, the summary of the letter having been previously circulated to all members of the Council. Any other member of the Council requiring the full text should request a copy.]

2. PROGRESS REPORT FROM THE CHIEF INTERNAL AUDITOR

Report of the Chief Internal Auditor

This report updates the Committee on how management are addressing concerns raised in the Chief Internal Auditor's Annual Report which was considered by the Scrutiny and Audit Panel in June.

3. FUTURE WORK PROGRAMME

Report of the Lead Officer

The Committee are invited to update and agree their rolling work programme.

PART TWO (CLOSED) AGENDA

EXCLUSION OF PRESS AND PUBLIC

The Chairman to move:-

“That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 7 of Part I of Schedule 12A to the said Act.”

1. CONTRACT MONITORING - ROAD FUELS AND HEATING OIL SUPPLY/ARRANGEMENTS

Report of the County Supplies and Contracts Officer

The attached report is presented in the tabular format previously agreed for these monitoring items.

2. CONTRACT MONITORING - BT TELECOMMUNICATIONS SERVICES

Report of the Telephone Services Manager

Attached.

Lead Officer: Chris Kay
Tel: 01992 555320

Committee Administrator: Ron Coxall
Tel: 01992 555540

Please note that full papers have been dispatched to Committee members only. All other members have been sent the agenda front sheet only.

If you require a copy of any of the reports mentioned above please contact Ron Coxall: Tel: 01992 555540 or Fax: 01992 555518.