

To: All Members of the County Council  
All Chief Officers

From COUNTY SECRETARY'S  
DEPARTMENT

Ask for Peter Hull  
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AUDIT COMMITTEE  
26 JUNE 2001

MINUTES

ATTENDANCE

MEMBERS OF THE COMMITTEE

N K Brook, D Clayton, R S Clements, A D Dodd, P A Ruffles, R Sanderson  
(Vice-Chairman), G F Wenham, C J White (Chairman).

Other Members

S A Batson, S E Jones

Upon consideration of the agenda for the Audit Committee meeting on 26 June 2001 as circulated, copy annexed, action was taken or decisions were reached on individual items as recorded below:

AGENDA PART 1

APPOINTMENT OF VICE-CHAIRMAN

AGREED

That R Sanderson be appointed Vice-Chairman.

CHAIRMAN'S ANNOUNCEMENTS

Membership Changes

G F Wenham replaced V I Muspratt.  
P A Ruffles replaced F J Escott.

## MINUTES

The minutes of the meeting of the Committee held on 19 June 2001 were confirmed.

**1. UPDATE ON CHALLENGES TO THE ACCOUNTS 1999/2000**

The District Audit Manager reported that she was due to meet objectors during the following week and there was a need to meet all parties concerned. A further report would be presented to the next meeting.

**ACTION**

Carol Mounfield

**2. INTERNAL AUDIT ANNUAL REPORT 2000/2001**

The Chief Internal Auditor, Chris Kay, presented a summary of the key themes and recommendations that had emerged through Internal Audit's work in 2000/2001 and of Management's responses to them. Members made the following requests for information/reports to future meetings:-

Chris Kay

- (a) School meals to be considered as an item at a later meeting. (The Chief Internal Auditor indicated that this would receive further consideration later in the year.)
- (b) Further to the audit of the Borehamwood Challenge (Reorganisation of School Provision), the Committee requested further information on and the Guidelines on Accountability for Project Sponsorship and Management.
- (c) Matters concerning the payroll needed to be discussed by the Committee. Chris Kay indicated that this could come to the Committee in 6 months time.
- (d) An item on debtors including the four homes in Runwood, where there were 17 debtors, be the subject of a report in 6 months time.
- (e) Report on Foster Parents was requested in 6 months time.
- (f) Information on the free auditing of charitable organisations be passed to the Best Value Review of grants to voluntary organisations.
- (g) Item on County Transport cross-boundary services to be reported to a future meeting.

**4. FUTURE WORK PROGRAMME**

AGREED

- (a) That the following interim work programme for 2001/2002 be agreed:

<u>Committee date</u>	<u>Items</u>
October 2001	<ul style="list-style-type: none"> <li>• 2 contract monitoring items               <ul style="list-style-type: none"> <li>(a) Leonard Cheshire Foundation (Care Services)</li> <li>(b) Capita Business Services Limited (Call Centre)</li> </ul> </li> <li>• Risk Management</li> <li>• Item on Committee's role in reviewing contract monitoring arrangements</li> </ul>
December 2001	<ul style="list-style-type: none"> <li>• District Audit Management Letter</li> <li>• 2 contract monitoring items</li> <li>• Internal Audit update report</li> </ul>
March 2002	<ul style="list-style-type: none"> <li>• District Audit Planning Memorandum 2001/02</li> <li>• Internal Audit Plan 2002/03</li> <li>• 2 contract monitoring items to be identified</li> </ul>

- (b) That Spokesmen have informal discussions with Chris Kay and Steve Gilbey in respect of the Contractor Spends List of over £750,000 tabled at this meeting to enable the preparation of a definitive list of items for possible scrutiny that had not previously been reported to the Committee.

Chris Kay /  
Steve Gilbey  
to discuss with  
Spokesmen

**Exclusion of the Press and Public**

RESOLVED:

That under Section 100(A)(iv) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting for the following items of business on the grounds that they would involve the likely disclosure of exempt information as defined in paragraph 7 of Part 1 of Schedule 12A to the said Act.

**AGENDA PART 2 (CLOSED)****1. CONTRACT FOR STREET LIGHTING - DAVID WEBSTER LIMITED**

The Committee received a monitoring report on street lighting contracts presented by Alan Armson, Network Manager, Environment department.

Alan Armson

The information was noted and the contract perceived to be proceeding satisfactorily.

**2. CONTRACT FOR CARE SERVICES FOR ADULTS - TURNING POINT**

The Committee received a monitoring report on the contract for Care Services for Adults - Turning Point - presented by Erin McAllister, Adult Care Services department.

Erin McAllister

**3. CONTRACT MONITORING - FUEL AND HEATING OIL SUPPLY ARRANGEMENTS**

The Committee received the report on the supply of road fuels and heating oil presented by Ian Williams of the County Supplies and Contract Services department.

Ian Williams

**4. INSURANCE CONTRACT**

The Committee received additional information from Jill Laycock, Group Manager, Corporate Finance, on the contract for property insurance with (SLA) Zurich, particularly regarding the insured value of the County Council's property and on the criteria used for monitoring performance on prompt handling and the settling of claims.

Jill Laycock

**Andrew Laycock**  
**County Secretary**