

AGENDA for the **AUDIT COMMITTEE** meeting to be held in **Committee Room 'A'**, County Hall, Hertford on Thursday 13 December 2001 at 9.30 a.m.

MEMBERS OF THE COMMITTEE (8) - QUORUM 3

N K Brook, D Clayton, R S Clements, A D Dodd, F J Escott, V I Muspratt, R Sanderson, C J White (Chairman).

AGENDA

PART ONE (PUBLIC) AGENDA

Meetings of the Committee are open to the public (this includes the press) and attendance is welcomed. However, there may be occasions when the public are excluded from the meeting for particular items of business. Any such items are taken at the end of the public part of the meeting and are listed under "Part Two ('closed') agenda".

1. MINUTES

To confirm the minutes of the meeting held on 12 October 2001 (previously circulated).

2. ANNUAL AUDIT LETTER 2000/2001

Author: Karen McConnell, District Auditor

The Committee are invited to consider the District Auditor's annual Audit Letter (attached) which summarises the more important matters which have arisen during the audit of the Council's accounts.

The proposed responses to the recommendations are also attached.

3. INTERNAL AUDIT UPDATE REPORT

Report of the Chief Internal Auditor (attached)

4. FUTURE WORK PROGRAMME

Report of the Lead Officer (attached)

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 - FACILITIES MANAGEMENT

At their last meeting the Committee agreed that, in future, they would deal with the examination of high value contracts within generic groups, beginning with Property Construction Maintenance and Architectural Services.

This report, from the County Property Officer is attached (for Committee Members)

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**