

***PLEASE NOTE CHANGE OF DATE AND START TIME***

**AGENDA** for the **AUDIT COMMITTEE** meeting to be held in **Committee Room 'B'**, County Hall, Hertford on Thursday 20<sup>th</sup> June 2002 at 2.15 p.m.

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**MEMBERS OF THE COMMITTEE (8) - QUORUM 3**

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

**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**

- (a) To confirm the minutes of the meeting held on 7<sup>th</sup> March 2002 (previously circulated).
- (b) The Lead Officer to report on any issues arising therefrom since the last meeting.

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

Report of the Chief Internal Auditor

**3. SCRUTINY ROLE OF THE DISTRICT AUDITOR**

Report of the Finance Director

**4. PROCESSES ASSOCIATED WITH THE COMPREHENSIVE PERFORMANCE ASSESSMENT**

Report of the Assistant Chief Executive

**5. CRIMINAL RECORD CHECKS ON EMPLOYEES OF CONTRACTORS WITH ACCESS TO SCHOOLCHILDREN**

The Committee at their last meeting, in considering an item on contracts for Facilities Management, asked for a further report on criminal record checks on employees of contractors with access to Schoolchildren. This report from the County Supplies and Contracts Officer is attached.

**6. 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 7 of Part I of Schedule 12A to the said Act.”

**1. CONTRACT MONITORING**

At their meeting in October 2001 the Committee agreed that, in future, they would deal with the examination of high value contracts within generic groups. They agreed that at this meeting they would look at the contracts for Consumables. The report of the County Supplies and Contracts Officer is attached, in the format previously agreed by the Committee.

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**