

**To: All Members of the County Council
All Chief Officers**

**From COUNTY SECRETARY'S
DEPARTMENT**

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**AUDIT COMMITTEE
6 MARCH 2003**

MINUTES

ATTENDANCE

MEMBERS OF THE COMMITTEE

N K Brook, D Clayton, A D Dodd, P V Goggins (Chairman), M J Hobday, R Sanderson.

Upon consideration of the agenda for the Audit Committee meeting on 6 March 2003 as circulated, copy annexed, action was taken or decisions were reached on individual items as recorded below:-

1. MINUTES

The minutes of the meeting held on 12 December 2002 were confirmed.

In relation to item 4, Risk Management, the Committee noted the Cabinet decisions on 27 January 2003:

“That Chief Officers involve their respective Executive Members in the risk identification and management process.

That an annual report on the outcome of the risk management process should be presented to the Cabinet in December as part of the overall Budget process.”

2. DISTRICT AUDIT PLAN 2002/03

The Committee welcomed Andy Perrin, the new Audit Manager, to his first meeting of the Committee.

The Committee noted the Draft District Audit Plan for 2002/3, presented by the District Auditor.

They also noted that the District Audit Service was now part of the Audit Commission, and that henceforth the Audit year would end on 31 March, bringing it in line with the audit years of all public authorities. This meant that the Audit Commission Plan for 2003/4 would be produced shortly and would come to the Committee in June 2003.

3. INTERNAL AUDIT PLAN 2003/04

The Committee noted the Internal Audit Plan for 2003/4, presented by the Chief Internal Auditor.

4. FUTURE WORK PROGRAMME

The Committee agreed the following work programme:

<u>Committee Date</u>	<u>Items</u>
5 June 2003	<ul style="list-style-type: none"> • Internal Audit Annual Report 2002/03 • Audit Commission Plan 2003/4 (see minute 2) • Risk Management update report • Contracting monitoring item – Passenger Transport • Contract Monitoring – Hertfordshire Highways Works Contract – progress report (see Part II minute below)
10 October 2003	<ul style="list-style-type: none"> • Contract monitoring item – high value contracts not covered by other agreed generic areas (e.g. vehicle maintenance)

PART TWO (CLOSED) AGENDA**EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:-

“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.”

It was agreed that the District Audit Manager be invited to remain in the meeting for the Part II business.

1. CONTRACT MONITORING , HERTFORDSHIRE HIGHWAYS WORKS CONTRACT

The Committee received a report from the Director of Environment, and endorsed the conclusions therein. They asked for a progress report to come to their meeting in June 2003.

2. 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 Financial Services and Care Services. Reports from the Finance Director and the Director of Adult Care Services respectively, in the format previously agreed by the Committee, were received.

ANDREW LAYCOCK
County Secretary