

**To: All Members of the County Council
All Chief Officers****From COUNTY SECRETARY'S
DEPARTMENT****Ask for** Ron Coxall
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**AUDIT COMMITTEE
11 December 2003****MINUTES****ATTENDANCE****MEMBERS OF THE COMMITTEE**

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

OTHER MEMBERS IN ATTENDANCE

D A Ashley, M Green, B N W Hammond.

Upon consideration of the agenda for the Audit Committee meeting on 11 December 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 5 June 2003 were confirmed.

2. AUDIT OF HIGHWAYS-RELATED SECTION 106 AGREEMENTS

The Committee received the report and the Assistant Director of Environment explained the steps being taken to address the concerns that Internal Audit had raised.

The Chief Internal Auditor agreed to present a progress report in June 2004 as part of his Annual Report.

3. FUTURE WORK PROGRAMME

The Committee agreed a work programme for the ensuing year, as follows:-

<u>Committee Date</u>	<u>Items</u>
19 January 2004 (additional meeting)	<ul style="list-style-type: none"> • Audit Commission Annual Audit Letter 2002/3, with response of the Finance Director
4 March 2004	<ul style="list-style-type: none"> • Risk Management Annual Report • Internal Audit Plan 2004/5 • National Procurement Strategy and the effects of SAP (Single Assessment Process) on procurement • Contract Monitoring – road design, construction and maintenance
8 June 2004	<ul style="list-style-type: none"> • Audit Commission Audit & Inspection Plan 2004/5 • Internal Audit Annual Report 2003/4 • Contract Monitoring – Personnel Contracts (Manpower) • Contract Monitoring – Property design, construction and maintenance

PART TWO (CLOSED) AGENDA

EXCLUSION OF PRESS AND PUBLIC

The Committee 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.”

1. CONTRACT MONITORING – PASSENGER TRANSPORT

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.

Reports in the format previously agreed were attached as items 1 and 2; Item 1 concentrating on vehicle maintenance contracts and Item 2 on ICT contracts (IT Helpdesk and support / Telecommunications). The Committee received both reports.

ANDREW LAYCOCK
County Secretary