

**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
4 March 2004****MINUTES****ATTENDANCE****MEMBERS OF THE COMMITTEE**

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

Upon consideration of the agenda for the Audit Committee meeting on 4 March 2004 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 19 January 2004 were confirmed.

2. INTERNAL AUDIT ANNUAL PLAN 2004/5

The Committee noted the Internal Audit Plan for 2004/5 presented by the Chief Internal Auditor.

It was agreed that the Chief Internal Auditor present a report on the Annual Internal Control Review and Statement to the Committee at their meeting on 8 June 2004.

3. RISK MANAGEMENT

The Committee received the annual report on risk management.

4. NATIONAL PROCUREMENT STRATEGY AND THE EFFECTS OF SAP ON PROCUREMENT

The Head of Hertfordshire Business Services gave a presentation on the effects that the new SAP system would have on procurement.

The Committee then received a report from the Head of Hertfordshire Business Services on the National Procurement Strategy.

It was agreed that the Committee should henceforth receive an annual report from the Chairman of the Procurement Board (the Head of Hertfordshire Business Services) on progress with the implementation of the National Procurement Strategy in Hertfordshire and the compliance with the checklists and targets set out therein. It was agreed that an initial report be presented to the Committee at their meeting on 8 June 2004.

5. FUTURE WORK PROGRAMME

The Committee agreed the following work programme:-

<u>Committee date</u>	<u>Items</u>
8 June 2004	<ul style="list-style-type: none"> • Audit Commission Audit & Inspection Plan 2004/05 • Internal Audit Annual Report 2003/04 • Annual internal control review and statement 2003/04 (report of the Chief Internal Auditor) • National Procurement Strategy – first report from Chairman of the Procurement Board • Contract monitoring item – property design, construction and maintenance • Contract monitoring item – personnel contracts (Manpower)
14 October 2004	<ul style="list-style-type: none"> • Contract monitoring – facilities management services
16 December 2004	<ul style="list-style-type: none"> • Audit Commission Audit & Inspection Annual Letter 2003/04 • Contract monitoring item – consumables

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 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.

PART TWO (CLOSED) AGENDA

1. CONTRACT MONITORING – ROAD DESIGN, CONSTRUCTION & MAINTENANCE

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.

On this occasion the Committee received a report from the Director of Environment on the contract for road design, construction and maintenance.

ANDREW LAYCOCK
County Secretary