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**AGENDA** for the **AUDIT COMMITTEE** meeting to be held in **Committee Room 'A'**, County Hall, Hertford on Tuesday 8 June 2004 at 10.00 a.m.

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

N K Brook, D Clayton, A D Dodd, P V Goggins, F Guest, M J Hobday, R Sanderson, H M Saunders (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 4 March 2004 (previously circulated).

**2. AUDIT COMMISSION AUDIT & INSPECTION PLAN 2004/05**

Report of the District Auditor      *attached*

To consider the Audit Commission Audit and Inspection Plan 2004/5.

**3. INTERNAL AUDIT ANNUAL REPORT 2003/04**

Report of the Chief Internal Auditor      *attached*

This report presents a summary of the key themes and recommendations that emerged through Internal Audit's work in 2003/04, and of management's responses to these, to enable the Committee to comment on these and related matters.

**4. REVIEW AND STATEMENT OF INTERNAL CONTROL 2003/04**

Report of the Chief Internal Auditor      *attached*

To set out the basis for the recently completed review of the Council's system of internal control, and to present the draft Statement of Internal Control 2003/4 for the Committee's consideration and endorsement.

## **5. THE NATIONAL PROCUREMENT STRATEGY**

Report of the Chairman of the Procurement Board     *attached*

To set out progress in meeting the requirements of the National Procurement Strategy within the Council and detail particular issues arising as a result.

## **6. FUTURE WORK PROGRAMME**

Report of the Lead Officer     *attached*

The Committee are invited to agree items for their future work programme.

## **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.”

### **CONTRACT MONITORING ITEMS**

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:

1. Property, design, construction and maintenance
2. Personnel contracts (Manpower)

Reports from the Director of People and Property, in the format previously agreed by the Committee, are attached.

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**