



## AUDIT COMMITTEE

**Date: Monday 14 June 2010**

**Time: 6.00 p.m.**

**Place: Shimkent Room, Daneshill House, Danestrete, Stevenage**

**Contact: Richard Lovelock**

**01438 242215**

**Members:** Councillors L Chester (Chair), P Bibby CC , R Clark, D Cullen  
J Gardner, R Parker CC

Independent: B Mitchell

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## AGENDA

### PART I

#### **1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

#### **2 MINUTES - 16 MARCH 2010**

To approve as a correct record the Minutes of the meeting held on 16 March 2010 for signature by the Chair.

Minutes attached

#### **3. TERMS OF REFERENCE**

To review the Terms of Reference recommended to Annual Council on 26th May 2010.

Membership – 6 (+ 1 Co-opted Independent non-elected member) to include -

- Chair - A Member who is neither a Member of the Executive nor who serves as a Scrutiny Member
- 1 Member of the Executive only

Quorum - 3

Terms of Reference - To advise or comment as appropriate on –

a) Internal Audit matters, including -

- The Annual Internal Audit Plan
- The adequacy of management responses to Internal Audit reports and recommendations
- The Auditor Partnership Manager's Annual Report and Opinion
- To consider summaries of specific internal audit reports, as requested

b) External Audit matters, including -

- External Auditors plans for auditing and inspecting the authority
- The Annual Audit & Inspection Letter from the External Auditor
- The report to those charged with governance
- Proposals from the Audit Commission over the appointment of the External Auditor
- The scope & depth of External Audit work

c) Arrangements made for the co-operation between Internal Audit, external audit and other bodies.

d) Anti Fraud & Corruption issues including the Council's policies on Anti-Fraud and Corruption, "whistle-blowing".

e) The Council's Statement of Internal Control (SIC)

f) The Council's Constitution in respect of Contract Standing Orders, Financial Regulations.

g) The Council's Risk Management arrangements.

h) The Council's arrangements for delivering value for money

i) The Statement of Accounts and related Capital Determinations.

#### **4 UPDATE FROM THE COUNCIL'S EXTERNAL AUDITORS**

To receive a presentation from Grant Thornton the Council's External Auditors.

#### **5 INTERNAL AUDIT PROGRESS REPORT**

To note progress in the delivery of the Internal Audit Plan and consider recommended amendments.

Report and Appendices attached

**6 INTERNAL AUDIT ANNUAL REPORT AND ANNUAL ASSURANCE STATEMENT FOR YEAR ENDED 31 MARCH 2010**

To receive and consider the Internal Audit Annual report and Annual Assurance Statement for the period ending 31 March 2010

Report and Appendices attached

**7 ANNUAL GOVERNANCE STATEMENT 2009/10**

To review the Council's Annual Governance Statement prior to its inclusion in the 2009/10 Statement of Accounts.

Report and Appendices attached

**8 URGENT PART I BUSINESS**

To consider any Part I business accepted by the Chair as urgent

**9 EXCLUSION OF THE PRESS AND PUBLIC**

To consider the following motions:

1. That under Section 100 (A) 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 described in paragraphs 1-7 of Part I of Schedule 12A of the Act, as amended by SI 2006 No.88.
2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

**PART II**

**10 CAR PARKS INTERNAL AUDIT REPORT AND UPDATE**

To update Members on the implementation status of the recommendations within the Car Parks Internal Audit.

Report and Appendices attached

**11 STRATEGIC RISK REGISTER QUARTER 3 2009/10**

To note the latest Strategic Risk Register for Stevenage Borough Council and developments in the risk management arrangements.

Report and Appendices attached

## **12 URGENT PART II BUSINESS**

To consider any Part II business accepted by the Chair as urgent

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