

SUMMARY OF DECISIONS TAKEN

MEETING: **Audit Committee – Wednesday 15 June 2011 – 18.00 hrs. - Shimkent Room, Daneshill House, Stevenage, SG1 1HN**

MEMBERS PRESENT: J Gardner (Vice Chair - Presiding) P Bibby CC, D Cullen, S Walker and M Yarnold-Forester.

INDEPENDENT MEMBER: Brian Mitchell

ALSO PRESENT: Phil Westerman and Helen Maneuf

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	ACTION/LEAD
<p>An apology for absence was received from the Chair Councillor L Chester.</p> <p>There were no declarations of interest.</p>	<p>G Moody Ext 2203</p>
2 MINUTES – 7 MARCH 2011	
<p>Subject to the amendment of the wording of the final paragraph of item 4 to read ‘A Member requested that in future the agenda state the action required by the Committee for each item with regard to reports from the External Auditor’ it was RESOLVED that the Minutes of the Audit Committee held on 7 March 2011 be approved as a correct record and signed by the Chair.</p> <p>The Committee was advised that a report on the administration of the Members’ Allowance Scheme would be presented at the September meeting.</p>	<p>G Moody Ext 2203</p> <p>C Fletcher Ext 2933</p>

3 ANNUAL GOVERNANCE STATEMENT 2010/2011	
<p>In reply to a question the Committee was advised that the Corporate Governance Group would ensure that issues raised at the Audit Committee would be effectively monitored.</p> <p>In reply to a further question the Committee was advised that the format of the Council's Annual Governance Statement was consistent with that used by other local authorities in Hertfordshire.</p> <p>It was RESOLVED that the Annual Governance Statement 2010/2011, as attached to the report at appendix One, be recommended for approval by Council.</p>	<p>C Fletcher Ext 2933</p> <p>E Wright Ext 2192</p>
4 GRANT THORNTON 2011/2012 FEE LETTER	
<p>Members were reminded that there had been a debate concerning the level of the fee at the March meeting and that the issues raised at that meeting had been factored into the fee for 2011/12.</p> <p>In reply to a question the Committee was advised that the Council had a relatively low risk rating and Phil Westerman undertook to inform Members exactly where the Council was positioned on the overall risk scale and what actions could be undertaken by the Council to further reduce its risk rating.</p> <p>It was RESOLVED that the Indicative Audit Fees letter be noted.</p>	<p>Phil Westerman</p>
5 SHARED INTERNAL AUDIT SERVICE (SIAS)	
<p>The Committee requested that subsequent reports be presented with the recommendations listed at the beginning of the report.</p> <p>The Committee was advised that SIAS would continue to prepare the range of audit reports currently received, but that there might be some changes to the format and content as a standardised approach was developed. In reply to a question it was confirmed that the external auditor had been briefed on potential</p>	<p>Helen Maneuf</p>

<p>changes to reports.</p> <p>In reply to a further question the Committee was advised that the team would be based in Robertson House in Stevenage but that individual team members would be allocated to areas where their expertise was most needed. However it was expected that there would be continuity of SIAS representation at district level.</p> <p>It was RESOLVED that the report be noted.</p>	
<p>6 INTERNAL AUDIT PROGRESS REPORT</p>	
<p>In reply to a question about the monitoring of car park revenues the Head of Finance undertook to highlight any areas of concern to the Committee.</p> <p>It was RESOLVED that the Internal Audit quarterly report as at 31 May 2011 be noted.</p>	<p>C Fletcher Ext 2933</p> <p>G Bains Ext 2426</p>
<p>7 URGENT PART I BUSINESS</p>	
<p>None</p>	
<p>8. EXCLUSION OF THE PRESS AND PUBLIC</p>	
<p>It was RESOLVED:</p> <ol style="list-style-type: none"> 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 having considered the reasons for the following reports being in Part II it be determined that 	

<p>maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.</p>	
<p>PART II</p>	
<p>9 MINUTES – 7 MARCH 2011</p>	
<p>It was RESOLVED that the Part II Minutes of the Audit Committee held on 7 March 2011 be approved as a correct record and signed by the Chair.</p>	<p>Guy Moody Ext 2203</p>
<p>10 STRATEGIC RISK REGISTER QUARTER 4 2010/11</p>	
<p>It was RESOLVED that the Quarter 4 2010/11 Strategic Risk Register be noted.</p>	<p>E Wright Ext 2192</p>
<p>11. URGENT PART II BUSINESS</p>	
<p>None</p>	