



AUDIT COMMITTEE

Date: Tuesday 10 June 2008

Time: 6.00 p.m.

Place: Shimkent Room, Daneshill House, Danestrete, Stevenage

Contact: Ola Adeoye

01438 242809

Members: R. Raynor (Chair), J. Gardner (Vice Chair), H. Burrell, J. Hollywell, Margaret Notley **Independent:** Brian Mitchell

AGENDA

**** PART I

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

2 MINUTES

To approve as a correct record the Minutes of the Meeting held on 17th March 2008

Minutes attached

3 TERMS OF REFERENCE

To note the Terms of Reference for the Audit Committee as approved by Annual Council on 21 May 2008.

Report attached

Appendices attached

4 ANNUAL AUDIT AND INSPECTION LETTER

To advise Members on the annual Audit Commission's Audit and Inspection Letter 2006/07.

Report attached

Appendices attached

5 ANNUAL GOVERNANCE STATEMENT 2007/08

That Members review the Council's Annual Governance Statement before its inclusion in the 2007/08 Statement of Accounts.

Report attached
Appendices attached

6 ANNUAL REPORT ON INTERNAL AUDIT 2007/08

The purpose of this report is for Members of the Audit Committee to receive and consider:

- year end position comparing actual audit work undertaken with the 2007/08 annual internal audit plan
- statement regarding format and content of reports produced
- table showing status of reports issued during the financial year
- work undertaken not resulting in a report being issued
- performance against indicators included in the Service Plan
- analysis of customer satisfaction feedback
- opinion of the Chief Internal Auditor based on results from summary of audit jobs completed during financial year.

Report attached
Appendices attached

7 REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT 2007/08

To review the effectiveness of the system of internal audit. Report attached
Appendices attached

8 INTERNAL AUDIT PROGRESS REPORT

No decision needs to be taken, progress against the delivery of the 2008-09 internal audit plan to be noted.

Report attached
Appendices attached

9 CONTRACT STANDING ORDERS AND FINANCIAL REGULATIONS - REVISED

To obtain Members agreement to the Council's revised Contract Standing Orders and Financial Regulations.

Report attached
Appendices attached

10 URGENT PART I BUSINESS

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

11 EXCLUSION OF THE PRESS AND PUBLIC

To consider the following motion:-

"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"

**** **PART II**

12 STRATEGIC RISK REGISTER AND RISK MANAGEMENT ARRANGEMENTS

To note the latest Strategic Risk Register for Stevenage Borough Council.

To note progress to date connected with embedding the Council's risk management arrangements and current work-in-progress.

Report attached

Appendices attached

13 URGENT PART II BUSINESS

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