



# AUDIT COMMITTEE

**Monday, 29th September, 2014**

**7.00 pm**

**Town Hall, Watford**

**Publication date: 19 September 2014**

## **CONTACT**

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Sandra Hancock in Democracy and Governance on 01923 278377 or by email to [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk) .

Welcome to this meeting. We hope you find these notes useful.

## **ACCESS**

Access to the Town Hall after 5.15 pm is via the entrance to the Customer Service Centre from the visitors' car park.

Visitors may park in the staff car park after 4.00 p.m. and before 7.00 a.m. This is a Pay and Display car park; the current charge is £1.50 per visit.

The Committee Rooms are on the first floor of the Town Hall and a lift is available. Induction loops are available in the Committee Rooms and the Council Chamber.

## **FIRE/EMERGENCY INSTRUCTIONS**

In the event of a fire alarm sounding, vacate the building immediately following the instructions given by the Democratic Services Officer.

- Do not use the lifts
- Do not stop to collect personal belongings
- Go to the assembly point at the Pond and wait for further instructions
- Do not re-enter the building until authorised to do so.

## **MOBILE PHONES**

Please ensure that mobile phones are switched off or on silent before the start of the meeting.

## **FILMING / PHOTOGRAPHY / RECORDING / REPORTING**

Please note: this meeting might be filmed / photographed / recorded / reported by a party other than Watford Borough Council for subsequent broadcast or publication.

If you do not wish to have your image / voice captured you should let the Chair or Democratic Services Officer know before the start of the meeting.

An audio recording may be taken at this meeting for administrative purposes only.

# COMMITTEE MEMBERSHIP

Councillor I Brown (Chair)  
Councillor P Taylor (Vice-Chair)  
Councillors I Brandon, A Khan and T Williams

## AGENDA

### PART A - OPEN TO THE PUBLIC

1. **APOLOGIES FOR ABSENCE/COMMITTEE MEMBERSHIP**
2. **DISCLOSURE OF INTERESTS (IF ANY)**
3. **MINUTES**

The minutes of the meeting held on 30 June 2014 to be submitted and signed.

Copies of the minutes of this meeting are usually available seven working days following the meeting.

*(All minutes are available on the Council's [website](#).)*

4. **OMBUDSMAN'S ANNUAL LETTER 2014** (Pages 1 - 22)

Report of the Head of Democracy and Governance

This report informs the committee about complaints dealt with by the Ombudsman for Watford in the year 1 April 2013 to 31 March 2014.

5. **EXTERNAL AUDITORS REPORT TO THOSE CHARGED WITH GOVERNANCE (SEPTEMBER 2014) AND APPROVAL OF THE STATEMENT OF ACCOUNTS 2013/14** (Pages 23 - 26)

Report of the Acting Head of Finance Shared Services

This report allows the Committee to ask questions of the external auditor concerning his 'Report to those charged with Governance (ISA260)' and to approve the Statement of Accounts for 2013/14.

*Appendices to follow*

**6. EXTERNAL AUDIT RECOMMENDATIONS** (Pages 27 - 32)

Report of the Acting Head of Finance Shared Services

This report provides details of the progress made in implementing the recommendations of the external auditor.

**7. INTERNAL AUDIT - SIAS BOARD ANNUAL REPORT 2013-14** (Pages 33 - 52)

Report of the Acting Head of Finance and the Head of Assurance for the Shared Internal Audit Service

This report introduces the Shared Internal Audit Services (SIAS) annual report for 2013/14.

**8. INTERNAL AUDIT PROGRESS REPORT** (Pages 53 - 130)

Report of the Acting Head of Finance

This report provides details of the progress made in implementing the recommendations of the internal auditor.

**9. WORK PROGRAMME** (Pages 131 - 134)

Report of the Acting Head of Finance

This report asks the Committee to review and make necessary changes to the Work Programme.