



AUDIT COMMITTEE

Wednesday, 10th December, 2014

7.00 pm

Town Hall, Watford

Publication date: 2 December 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 .

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 29 September 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. **REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)** (Pages 1 - 2)

This report informs the committee of the result of a recent inspection by the Office of Surveillance Commissioners reviewing the Council's management of our covert activities under RIPA.

5. **REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT** (Pages 3 - 26)

This report sets out the update of requests made under the Freedom of Information Act 2000.

6. **EXTERNAL AUDITOR'S ANNUAL AUDIT LETTER** (Pages 27 - 34)

This report allows the Committee to ask questions of the external auditor concerning his 'Annual Audit Letter'.

7. **EXTERNAL AUDITOR'S FRAUD BRIEFING** (Pages 35 - 48)

This report gives details of the Audit Commission's *Protecting the Public Purse 2014* and provides comparative information for this Council.

8. EXTERNAL AUDIT RECOMMENDATION (Pages 49 - 54)

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

9. INTERNAL AUDIT PROGRESS REPORT (Pages 55 - 114)

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

10. TREASURY MANAGEMENT UPDATE (Pages 115 - 122)

This report gives details of the 2014/15 Mid Year Review of the Treasury Management function.

11. COMMITTEE'S WORK PROGRAMME (Pages 123 - 126)

To review and make necessary changes to the Audit Committee's Work Programme.