



# AUDIT COMMITTEE

**Wednesday, 8th January, 2014**

**7.00 pm**

**Town Hall, Watford**

**Publication date: 20 December 2013**

**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 before the start of the meeting.

## **MINUTES**

Copies of the minutes of this meeting are usually available seven working days following the meeting and can be found on the Council's website [www.watford.gov.uk/meetings](http://www.watford.gov.uk/meetings)

## **RECORDING OF MEETINGS**

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. TRAINING: ROLE OF AUDIT COMMITTEE IN RISK MANAGEMENT**

**2. APOLOGIES FOR ABSENCE/COMMITTEE MEMBERSHIP**

**3. DISCLOSURE OF INTERESTS (IF ANY)**

**4. MINUTES**

The minutes of the meeting held on 25 September 2013 to be submitted and signed.

**5. RISK MANAGEMENT (Pages 1 - 32)**

This report seeks approval for an updated Risk Management Strategy and reviews the Corporate Risk Register.

**6. REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000**  
(Pages 33 - 62)

This is a half year report of requests made under the Freedom of Information Act 2000.

**7. ANNUAL GOVERNANCE STATEMENT - ACTION PLAN UPDATE (Pages 63 - 70)**

This report gives details of the progress in implementing the actions required resulting from the Annual Governance Statement.

**8. INTERNAL AUDIT PROGRESS REPORT (Pages 71 - 116)**

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

**9. EXTERNAL AUDIT RECOMMENDATIONS** (Pages 117 - 126)

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

**10. CERTIFICATION REPORT 2012/13 - HOUSING AND COUNCIL TAX BENEFIT**  
(Pages 127 - 140)

This report allows the Committee to receive the external auditor's Certification Report 2012/13 relating to housing benefit and council tax benefit claims to the Department of Works and Pensions.

**11. EXTERNAL AUDITOR'S ANNUAL AUDIT LETTER AND AUDIT COMMITTEE UPDATE** (Pages 141 - 170)

This report allows the Committee to ask questions of the external auditor concerning his 'Annual Audit Letter' and also provides an update from the external auditor on delivering their responsibilities together with information on emerging issues affecting district councils.