

16th July, 2003

Dear Member,

Audit Committee

You are requested to attend a meeting of the Audit Committee to be held on Tuesday, 29th July, 2003, at 6.00 p.m. in Committee Room No. 3 at the Council House, Dudley, to consider the business set out in the agenda below.

A Committee tea will be available in the Members Dining Room from 4.30 p.m. onwards.

Yours sincerely,

Chief Executive

A G E N D A

1. MINUTES

To approve as a correct record and sign the minutes of the Meeting held on 15th April, 2003 (copy attached).

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To: All members of the Audit Committee, namely:-

Councillors

Burston, Ms. Craigie, J. Davies, Kettle, Lomax, Ms.Nichols, Rahman, Turner,
Whitehouse

2. DECLARATIONS OF INTEREST

To receive declarations of interest from members in accordance with Members' Code on Conduct.

3. APOLOGIES FOR ABSENCE

To receive apologies for absence from the meeting.

4. TO REPORT THE APPOINTMENT OF ANY SUBSTITUTES FOR THIS MEETING OF THE COMMITTEE

5. INTERNAL AUDIT SERVICES ANNUAL REPORT 2002/03 (PAGES 1-11)

To consider the report of the Director of Finance.

6. PROGRESS ON THE IMPLEMENTATION OF CORPORATE RISK MANAGEMENT (PAGES 12-18)

To consider the report of the Director of Finance.

7. TO ANSWER QUESTIONS UNDER COUNCIL PROCEDURE 11.8

8. EXCLUSION OF THE PUBLIC

To consider the adoption of the following resolution:

That, under Section 100A(4) of the Local Government Act, 1972, the 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 defined in Schedule 12A of that Act, in particular the paragraph of Part I of that Schedule indicated below:-

<u>Agenda Item No.</u>	<u>Description of Item</u>	<u>Relevant Paragraph of Part I of Schedule 12A</u>
9	Contracts reported under Standing Order 29.4 – further information	1
10	Extension to existing building – response to Audit Committee	1
11	Annual Audit Report in relation to the Education and Lifelong Learning Directorate	1
12	Annual Audit Report in relation to the Finance Directorate	1
13	Reports required under Standing Orders relating to contracts	1
9.	CONTRACTS REPORTED UNDER STANDING ORDER 29.4 – FURTHER INFORMATION (PAGES 19 – 22)	
	To consider the report of the Director of Finance	
10.	EXTENSION TO EXISTING BUILDING – RESPONSE TO AUDIT COMMITTEE (PAGES 23 – 28)	
	To consider the report of the Director of Education and Lifelong Learning	
11.	ANNUAL AUDIT REPORT IN RELATION TO THE EDUCATION AND LIFELONG LEARNING DIRECTORATE (PAGES 29 – 89)	
	To consider the report of the Director of Finance	
12.	ANNUAL AUDIT REPORT IN RELATION TO THE FINANCE DIRECTORATE (PAGES 90 – 104)	

13. REPORTS REQUIRED UNDER STANDING ORDERS RELATING TO
CONTRACTS (PAGES 105 – 109)

To consider the report of the Director of Finance