

RS/PJW

Mr. R. Sanders

815236

19th December, 2003

Dear Member,

Audit Committee

You are requested to attend a meeting of the Audit Committee, which will be held in Committee Room No. 3 at the Council House, Dudley, on Monday, 5th January, 2004 at 6.00 p.m. The Agenda is set out below.

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

Yours sincerely,

DIRECTOR OF LAW & PROPERTY

A G E N D A

1. MINUTES

To approve as a correct record and sign the minutes of the meeting of the Committee held on 29th September, 2003 (copy herewith).

Declarations of interest to receive Declarations of Interest, in accordance with the Members' Code of Conduct

.....

To: All members of the Audit Committee:-

Councillors

Burston, Ms Craigie, J.R. Davies, Kettle, Lomax, Miss Nichols, Rahman, K. Turner and Whitehouse

050104

2. DECLARATIONS OF INTERST

To receive Declarations of Interest in accordance with the Members Code of Conduct

3. APOLOGIES FOR ABSENCE

To receive apologies for absence from the meeting.

4. SUBSTITUTE MEMBERS

To report the names of any substitute members serving for this meeting of the Committee.

5. AUDIT AND INSPECTION ANNUAL LETTER (PAGES 1 – 18)

To consider the joint report of the Chief Executive and Director of Finance

6. TO ANSWER QUESTIONS UNDER COUNCIL PROCEDURE RULE 11.8 (IF ANY)

7. 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 paragraphs 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>
8	Reports required under Standing Orders relating to Contracts	1

9	Follow up report on the administration of legacies within the Social Services Directorate	7
10	Annual Audit Report in relation to the Social Services Directorate	1
11	Annual Audit Report in relation to the Directorate of the Urban Environment	1
12	Annual Audit Report in relation to the Legal and Property Department	1
8. REPORTS REQUIRED UNDER STANDING ORDERS RELATING TO CONTRACTS (PAGES 19 –24)		
	To consider the report of the Director of Finance	
9. FOLLOW UP REPORT ON THE ADMINISTRATION OF LEGACIES IN THE SOCIAL SERVICES DIRECTORATE (PAGES 25 – 31)		
	To consider the report of the Director of Finance.	
10. ANNUAL AUDIT REPORT IN RELATION TO THE SOCIAL SERVICES DIRECTORATE (PAGES 32 – 124)		
	To consider the report of the Director of Finance	
11. ANNUAL AUDIT REPORT IN RELATION TO THE DIRECTORATE OF THE URBAN ENVIRONMENT (PAGES 125 – 186)		
	To consider the report of the Director of Finance.	
12. ANNUAL REPORT IN RELATION TO THE LEGAL AND PROPERTY DEPARTMENT (PAGES 187 – 203)		