

STEVENAGE BOROUGH COUNCIL/UTTLESFORD DISTRICT COUNCIL

At a meeting of the Stevenage Borough Council and Uttlesford District Council Audit Partnership Joint Committee held on Monday, 2<sup>nd</sup> December 2002 at 6.00 pm.

**PRESENT**

Councillors: S. Taylor, S. Speller and K. Vale (Stevenage)  
Mrs. M.A. Caton, R.J. Copping and  
Mrs. S.V. Schneider (Uttlesford)

The formal Minutes of this meeting comprise this covering document detailing the decisions taken, together with the agenda papers and reports referred to herein.

**1. APPOINTMENT OF CHAIR**

Councillor Speller proposed and Councillor Copping seconded Councillor Taylor, who was duly appointed as Co-Chair.

It was noted that when the meetings were held at Uttlesford District Council's offices, an Uttlesford Co-Chair would be appointed.

**2. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

There were neither apologies for absence nor any declarations of interest.

**3. TERMS OF REFERENCE**

The Committees considered a joint report by Scott Crudgington and John Dickson setting out proposed Terms of Reference. It was noted that the Partnership had been set up initially for a period of two years, at which point the success of the arrangements would be reviewed.

It was RESOLVED that the terms of reference be as follows:-

- to approve the Partnership budget and set the daily rate tariff for Audit staff
- to approve the Partnership Annual Report and Trading Account
- to approve staff Terms and Conditions (after the initial two-year trial period)
- to consider audit management reports on:-
  - staffing
  - training
  - sickness
- to consider and approve other business opportunities

STEVENAGE BOROUGH COUNCIL AND UTTLESFORD DISTRICT COUNCIL  
AUDIT PARTNERSHIP (2/12/02)

- to consider periodic financial reports
- to consider performance information relating to the Partnership work plans
- to consider and approve the Partnership Business/Service Plan
- to consider and approve the Partnership's constitution.

**4. PROGRESS REPORT**

The Committee received a report detailing progress on the Partnership since it began on 1<sup>st</sup> October 2002. The report covered staffing issues, budgets and work in progress. The Committee also discussed the interest which had been shown in the Partnership by other local authorities. Concern was expressed that the partnership should have a chance to consolidate first before any newcomers joined, and that joining the Partnership should be for the right reasons –that is, for the benefit of both the joining authority and the Partnership.

It was RESOLVED:-

- (i) that the progress report be noted;
- (ii) that the Partnership consolidate its position for a further six months before accepting any new partners but in the meantime, the officers explore the potential for Dacorum Council joining on a consultancy basis;
- (iii) that any additional Councils showing interest in the Partnership be the subject of a report to the next meeting.

**5. SERVICE PLAN**

The Committee received a report proposing a Service Plan for the Partnership. It was noted that the Service Plan explained the role of the Partnership and the service it provides to contributing Councils.

It was RESOLVED that the Partnership Service Plan for 2003/04 be endorsed.

**6. URGENT BUSINESS**

None.

**The meeting closed at 7.05 pm.**

**COUNCILLOR TAYLOR**  
**Chair**