



## Rochford District Council

# Audit Committee

### agenda

#### *Date*

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**17 June 2015**

#### *Time*

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**7.30 pm**

#### *Place*

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Committee Room 4  
Civic Suite  
Rayleigh

**The public are welcome to  
attend this meeting up to item 10**

#### *Contact*

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## **Members of the Audit Committee**

Chairman: Cllr Mrs J A Mockford

Vice-Chairman: Cllr Mrs L A Butcher

Cllr C I Black

Cllr R R Dray

Cllr Mrs A V Hale

Cllr N J Hookway

Cllr J L Lawmon

Cllr J R F Mason

Cllr D Merrick

Cllr Mrs M H Spencer

Cllr D J Sperring

## **Terms of Reference**

To exercise the Council's functions in relation to:-

- Matters arising out of internal audit and control reports
- The scope of internal audit activity
- Review of the adequacy of governance and risk management arrangements and internal control
- Consideration of matters arising from external audit as are referred to it by the External Auditor

Including the management of the budget in respect of these functions.

## **The Council's vision is to create a better future together**

### **The Council's values:-**

- Rising to the challenge
- Delivering in unity
- Committed to the community

## **A G E N D A**

	Emergency evacuation announcement	Page No
<b>1</b>	<b>Apologies for Absence</b>	
<b>2</b>	<b>Non-Members attending</b>	
<b>3</b>	<b>Minutes of the Meeting held on 10 March 2015</b>	
<b>4</b>	<b>To Receive Declarations of Interest</b>	
<b>5</b>	<b>Questions on Notice</b>	
<b>6</b>	<b>Motions on Notice</b>	
<b>7</b>	<b>External Auditor Report Updates for 2013/14</b>  To consider the report of the Assistant Director, Resource Services asking Members to agree the monitoring sheets for the BDO recommendations arising from the Annual Governance Report 2013/14 and the Grants Claims and Returns Certification Report 2013/14.	7.1 – 7.4
<b>8</b>	<b>External Auditor's Annual Audit Plan for 2014/15 and Planning Letter for 2015/16</b>  To consider the report of the Assistant Director, Resource Services, which provides details of the Council's external auditor's annual audit plan (AAP) covering the audit of the 2014/15 accounts and certification of claims and returns and the Planning Letter 2015/16, which reports the proposed fees and programme of work for the 2015/16 financial year.	8.1 – 8.15
<b>9</b>	<b>Proposed Annual Audit Plan for 2015/16</b>  To consider the report of the Assistant Director, Legal Services, which provides details of a proposed 2015/16 annual audit plan for Members' consideration and approval.	9.1 – 9.6

**10 Exclusion of the Press and Public**

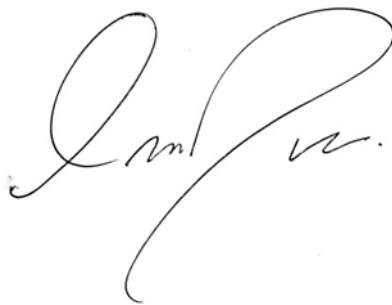
To agree that the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

**11 ANNUAL GOVERNANCE STATEMENT FOR 2014/15**

To consider the exempt report of the Assistant Director, Resource Services presenting the Annual Governance Statement for 2014/15 for Members' consideration.

**12 Audit Report**

To consider the exempt report of the Assistant Director, Legal Services, which draws Members' attention to completed audit investigations and provides an update of audit recommendations.

A handwritten signature in black ink, appearing to read 'Amar Dave', with a large, stylized loop at the end.

Amar Dave  
Chief Executive