



**Rochford District  
Council**

**Audit Committee**

**agenda**

***Date***

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**11 December 2012**

***Time***

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**7.30 pm**

***Place***

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Committee Room 4  
Civic Suite  
Rayleigh

***Contact***

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

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## **Members of the Audit Committee**

Chairman: Cllr T E Mountain

Vice-Chairman: Cllr Mrs A V Hale

Cllr J D Griffin

Cllr B T Hazlewood

Cllr M Hoy

Cllr Mrs J R Lumley

Cllr R D Pointer

Cllr Mrs C E Roe

Cllr D J Sperring

Cllr I H Ward

Cllr Mrs B J Wilkins

## **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 make Rochford District a place which provides opportunities for the best possible quality of life for all who live, work and visit here.**

**The Council's objectives are to make a difference:-**

- to our people
- to our community
- to our environment
- to our local economy.

**The Council's values (the way we work to pursue these objectives) are to:-**

- Be an open, accountable, listening, responsive Council
- Put the customer and citizen at the heart of everything we do, delivering services in a caring and sensitive manner
- Co-ordinate the management of resources with an emphasis on sustainability
- Value the contribution of partners, employees and citizens, trusting each other and working collaboratively.

# A G E N D A

	Page No
Emergency evacuation announcement	
<b>1 Apologies for Absence</b>	
<b>2 Substitutes</b>	
<b>3 Non-Members attending</b>	
<b>4 Minutes of the Meeting held on 26 September 2012</b>	
<b>5 To Receive Declarations of Interest</b>	
<b>6 Questions on Notice</b>	
<b>7 Motions on Notice</b>	
<b>8 External Auditor Reports and Updates for 2011/12</b>	8.1 – 8.11
To consider the report of the Head of Finance introducing the external auditors' Fee Outturn Summary for 2011/12 and their Annual Audit Letter for 2011/12.	
<b>9 Annual Audit Plan 2012/13 – Progress Report</b>	9.1 – 9.3
To consider the report of the Head of Finance providing Members with the opportunity to monitor the progress of the Internal Audit Plan for 2012/13 and to agree changes to the Plan after six months of the year.	

**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 Audit Report**

To consider the exempt report of the Head of Finance, which draws Members' attention to completed audit investigations and provides an update of audit recommendations.

A handwritten signature in black ink, appearing to read 'Paul Warren', with a large, stylized initial 'P'.

Paul Warren  
Chief Executive