



**Rochford District
Council**

Audit Committee

agenda

Date

12 April 2011

Time

7.30 pm

Place

Committee Room 4
Civic Suite
Rayleigh

Contact

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**The public are welcome to
attend this meeting
up to item 13 of the Agenda**

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Members of the Audit Committee

Chairman: Cllr Mrs J A Mockford

Vice-Chairman: Cllr Mrs G A Lucas-Gill

Cllr J P Cottis

Cllr Mrs J Dillnutt

Cllr K A Gibbs

Cllr T Livings

Cllr J R F Mason

Cllr Mrs J E McPherson

Cllr D G Stansby

Cllr J Thomass

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.

AGENDA

		Page No
	Emergency evacuation announcement	
1	Apologies for Absence	
2	Substitutes	
3	Non-Members attending	
4	Minutes of the Meeting held on 2 March 2011	
5	To Receive Declarations of Interest	
6	Questions on Notice	
7	Motions on Notice	
8	External Audit Report	8.1 – 8.44
	To consider the report of the Head of Finance presenting three reports from PKF relating to fee outturn summary and grant claim certification for 2009/10 and annual audit plan for 2010/11.	
9	PKF Annual Governance Report 2009/10 Update of Recommendations	9.1 – 9.7
	To consider the report of the head of Finance drawing Members' attention to the recommendations from the "Annual Governance Report, 2009/10".	
10	Strategy and Terms of Reference for Internal Audit	10.1 – 10.8
	To consider the report of the Head of Finance asking Members to approve the updated strategy and terms of reference for Internal Audit document.	

- 11 Annual Audit Plan for 2011/12** 11.1 – 11.7
- To consider the report of the Head of Finance asking Members to approve the Annual Audit Plan for 2011/12.
- 12 Schedule of Business for the Audit Committee 2011/12** 12.1 – 12.4
- To consider the report of the Head of Finance providing Members with a schedule of business for 2011/12 from External and Internal Audit.
- 13 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.
- 14 Internal Audit Annual Report and Opinion 2010/11**
- To consider the exempt report of the Head of Finance informing Members of the progress of Internal Audit work during the year and reporting the opinion of the Audit and Performance Manager in respect of the effectiveness of the systems of internal control that exist within the Authority.
- 15 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