

# ROCHFORD DISTRICT COUNCIL



## Audit Committee

### agenda

#### *Date*

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**10 April 2007**

#### *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 12 of the Agenda**



INVESTOR IN PEOPLE

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## **Members of the Audit Committee**

Chairman: Cllr P K Savill

Vice-Chairman: Cllr D G Stansby

Cllr Mrs L A Butcher

Cllr J P Cottis

Cllr K A Gibbs

Cllr K J Gordon

Cllr K H Hudson

Cllr T Livings

Cllr Mrs J R Lumley

Cllr S P Smith

Cllr J Thomass

## **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 the place of choice in the County to live, work and visit.**

**The Council's principal aims are to:-**

- Provide quality, cost effective services
- Work towards a safer and more caring community
- Promote a green and sustainable environment
- Encourage a thriving local economy
- Improve the quality of life for people in our District
- Maintain and enhance our local heritage

# A G E N D A

Page No

- 1 **Apologies for Absence**
- 2 **Substitutes**
- 3 **Non-Members attending**
- 4 **Minutes of the Meeting held on 20 February 2007**
- 5 **To Receive Declarations of Interest**
- 6 **Questions on Notice**
- 7 **Motions on Notice**
- 8 **Progress on Decisions** 8.1- 8.2  
Schedule attached.
- 9 **Annual Audit and Inspection Letter** 9.1- 9.3  
To consider the report of the Chief Executive on the Annual Audit and Inspection report produced by the Audit Commission.
- 10 **Internal Audit End of Year Report 2006/07 and Proposed Audit Plan for 2007/08** 10.1- 10.8  
To consider the report of the Head of Finance, Audit and Performance Management on achievement of the 2006/07 Audit Plan and the proposed 2007/08 Audit Plan.

**11 Update of External Audit Recommendations 11.1- 11.3**

To consider the report of the Head of Finance, Audit and Performance Management on the recommendations of the External Auditor's Final report to those charged with Governance.

**12 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.

**13 Audit Report 13.1- 13.12**

To consider the exempt report of the Head of Finance, Audit and Performance Management which draws 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' at the top.

Paul Warren  
Chief Executive