



**Rochford District
Council**

Audit Committee

agenda

Date

16 March 2010

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 18 of the Agenda**

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Members of the Audit Committee

Chairman: Cllr Mrs J A Mockford

Vice-Chairman: Cllr J P Cottis

Cllr Mrs L A Butcher

Cllr Mrs J Dillnutt

Cllr K A Gibbs

Cllr T Livings

Cllr J R F Mason

Cllr S P Smith

Cllr D G Stansby

Cllr M J Steptoe

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 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	
1 Apologies for Absence	
2 Substitutes	
3 Non-Members attending	
4 Minutes of the Meeting held on 2 December 2009	
5 To Receive Declarations of Interest	
6 Questions on Notice	
7 Motions on Notice	
8 External Auditor's Annual Audit Letter 2008/09.	8.1 – 8.10
To consider the report of the Head of Finance, Audit & Performance Management, which introduces the Annual Audit Letter (AAL).	
9 PKF's Grant Certification for 2008/09	9.1 – 9.14
To consider the report of the Head of Finance, Audit and Performance Management summarising the main issues arising from the certification of grant claims for the year ending 31 March 2009.	
10 External Auditor's Plan for 2009/10	10.1 – 10.20
To consider the report of the Head of Finance, Audit & Performance Management presenting the external auditor's Audit Plan for the 2009/10 external audit work.	

11	Use of Resources Judgment 2008/09	11.1 – 11.36
	To consider the report of the Head of Finance, Audit and Performance Management presenting the detailed results of the Use of Resources assessment carried out by the Council's external auditors, PKF.	
12	PKF Annual Governance Report 2008/09 – Update of Recommendations	12.1 – 12.6
	To consider the report of the Head of Finance, Audit and Performance Management drawing Members' attention to the recommendations from the 'Annual Governance Report, 2008/09'.	
13	Strategy and Terms of Reference for Internal Audit	13.1 – 13.8
	To consider the report of the Head of Finance, Audit and Performance Management asking Members to approve the revised Strategy and Terms of Reference for Internal Audit.	
14	Review of the Effectiveness of Internal Audit	14.1 – 14.8
	To consider the report of the Head of Finance, Audit and Performance Management advising Members of the outcome of the annual review of the effectiveness of Internal Audit.	
15	Schedule of Business for the Audit Committee 2010/11	15.1 – 15.4
	To consider the report of the Head of Finance, Audit and Performance Management providing Members with a schedule of reports the Committee can expect to receive over the course of each financial year.	
16	Data Quality Progress Report	16.1 – 16.3
	To consider the report of the Head of Finance, Audit and Performance Management providing Members with an update on the progress made under the Council's Data Quality Strategy and Action Plan.	

17 Risk Management Framework and Corporate Risk Register 17.1 –
17.15

To consider the report of the Head of Finance, Audit and Performance Management summarising the progress made under the Council's risk management framework up to February 2010 and updating Members on the corporate risks faced by the Council for 2009/10.

18 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.

19 Audit Report

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

Paul Warren
Chief Executive