



**Rochford District  
Council**

# **Audit Committee**

## **agenda**

***Date***

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**10 June 2009**

***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**



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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 public
- 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 29 April 2009</b>	
<b>5 To Receive Declarations of Interest</b>	
<b>6 Questions on Notice</b>	
<b>7 Motions on Notice</b>	
<b>8 Annual Audit Fee: 2009/10</b>	8.1 – 8.9
To consider the report of the Head of Finance, Audit and Performance Management which presents to Members the proposed fees for the 2009/10 external audit and inspection work.	
<b>9 Update of External Audit Recommendations</b>	9.1
To consider the report of the Head of Finance, Audit and Performance Management drawing Members' attention to the remaining recommendation from the "Report to Those Charged with Governance, September 2008".	
<b>10 Closure of Accounts 2008/09</b>	10.1 – 10.8
To consider the report of Head of Finance, Audit and Performance Management asking Members to consider some of the detail regarding the Statement of Accounts that will be submitted to the Council on 30 June 2009.	

**11 Review of Risks Faced by the Council as a Result of the Economic Downturn** 11.1 – 11.10

To consider the report of the Head of Finance, Audit and Performance Management summarising a review undertaken at the request of the Audit Committee identifying additional risks facing the Council as a result of the economic downturn.

**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 Annual Governance Statement 2008/09**

To consider the exempt report of the Head of Finance, Audit and Performance Manager which identifies the key systems within the Council that ensure there is a good system of internal control and effective governance arrangements upon which assurance can be placed.

**14 Audit Report**

To consider the exempt report of the Head of Finance, Audit and Performance Management drawing Members' attention to completed audit investigations and providing 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