

ROCHFORD DISTRICT COUNCIL

PAUL WARREN, BA(Hons), MRTPI, DMS
Chief Executive

Council Offices
South Street
Rochford
Essex
SS4 1BW



Tel: 01702 546366

Dealt with by: Guy Brazendale
Direct Dial: 01702 318141

Members of the Committee are summoned to a Meeting as detailed below. Reports are attached unless otherwise indicated.

COMMITTEE: AUDIT SERVICES
DATE: 11 JANUARY 2000
TIME: 6:30 P.M. (please note the earlier time)
PLACE: COMMITTEE ROOM 4
CIVIC SUITE, RAYLEIGH.

(Chairman's callover – 6.00P.M. in the Chairman's Briefing Room)

A handwritten signature in black ink, appearing to read 'Paul Warren'.

Chief Executive

AGENDA

PART 1 Formalities and matters delegated to this Committee.

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTES

The Chairman to advise the Committee of notification of Substitutes.

3. NON-MEMBERS ATTENDING

4. MINUTES OF THE MEETING OF 23 NOVEMBER 1999

5. MEMBERS' INTERESTS

To enable Members to declare any interests which they may have on the matters to be discussed at the Meeting.

6. PUBLIC QUESTION TIME

To answer any questions from members of the public of which appropriate notice has been given pursuant to Standing Order 4A.

7. REPORTS OF THE URGENCY SUB-COMMITTEE None

8. OUTSTANDING ISSUES None

PART 2 Matters for referral.

PART 3

9. EXTERNAL AUDIT – MANAGEMENT LETTER 1998/99 – Report of the Corporate Director (Finance and External Services) To follow

10. CITIZEN'S CHARTER PERFORMANCE INDICATORS 1998/99 – Report of the Chief Executive Page 4

11. MEMBERS' ITEMS OF BUSINESS (if any) of which due notice has been given pursuant to Standing Order 16 (including reports on matters of interest from Members appointed to outside bodies and organisations)

12. PERTINENT BUSINESS and ANY OTHER ITEMS which the Chairman decides are urgent

PART 4 To agree that under Section 100(a)(4), of the Local Government Act 1972, the public be excluded from the Meeting for the items of business set out below on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Act.

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| 13. | REPORT OF BENEFIT FRAUD INSPECTORATE – Report of the Corporate Director (Finance and External Services) | Page 11 |
| 14. | COUNTERING HOUSING BENEFIT FRAUD – OUTSTANDING ISSUES – Report of the Corporate Director (Finance and External Services) | To follow |
| 15. | INTERNAL AUDIT PLAN – Report of the Chief Executive | Page 89 |
| To: | The Chairman and Members of the Audit Services Committee. | |

Cllr N. Harris (Chairman)
 Cllr Mrs. J. Hall(Vice Chairman)
 Cllr P.A. Beckers
 Cllr C.I. Black
 Cllr G. Fox
 * Cllr D.R. Helson
 Cllr T. Livings
 Cllr G.M. Mockford
 Cllr C.R. Morgan
 Cllr P. Stebbing
 * Cllr Mrs. W.M. Stevenson
 Cllr R.E. Vingoe
 Cllr P.F.A. Webster

*Denotes Ex-Officio Membership

Copy for Information to all Substitute Members

:

Liberal Democrat Group

Cllr Mrs. J.M. Giles
 Cllr Mrs. J. Helson
 Cllr V.H. Leach
 Cllr Mrs. S.J. Lemon

Labour Group

Cllr Mrs. M.S. Vince
 Cllr D.M. Ford
 Cllr G.C. Angus

Conservative Group

Cllr R. Adams
 Cllr T.G. Cutmore
 Cllr R.A. Pearson

Hockley Residents Association

Cllr V.D. Hutchings