



**Rochford District
Council**

Audit Committee

agenda

Date

13 June 2012

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 10**

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Members of the Audit Committee

Chairman: Cllr T E Mountain

Vice-Chairman: Cllr Mrs A V Hale

Cllr J D Griffin

Cllr B T Hazlewood

Cllr M Hoy

Cllr Mrs J R Lumley

Cllr R D Pointer

Cllr Mrs C E Roe

Cllr D J Sperring

Cllr I H Ward

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.

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 27 March 2012	
5 To Receive Declarations of Interest	
6 Questions on Notice	
7 Motions on Notice	
8 External Auditor Reports and Updates for 2010/11	8.1 – 8.3
To consider the report of the Head of Finance asking Members to agree monitoring sheets for the external audit recommendations arising from the annual governance report 2010/11 and the grant claims certification report 2010/11.	
9 Annual Audit Plan for 2012/13	9.1 – 9.7
To consider the report of the Head of Finance presenting the 2012/13 annual audit plan to Members for their approval.	
10 Schedule of Business for the Audit Committee 2012/13	10.1 – 10.3
To consider the report of the Head of Finance providing Members with a schedule of business for the Audit Committee in 2012/13.	

11 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.

12 Annual Governance Statement 2011/12

12.1 – 12.12

To consider the exempt report of the Head of Finance providing details of the Annual Governance Statement for 2011/12.

13 Internal Audit Annual Report and Opinion 2011/12

13.1 – 13.16

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.

14 Audit Report

14.1 – 14.15

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' at the start.

Paul Warren
Chief Executive