

# ROCHFORD DISTRICT COUNCIL



## Audit Committee

### agenda

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***Date***

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**20 February 2007**

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***Time***

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**7.30 pm**

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***Place***

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Committee Room 4  
Civic Suite  
Rayleigh

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***Contact***

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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

- |           |  |           |
|-----------|--|-----------|
| <b>1</b>  | <b>Apologies for Absence</b>   |           |
| <b>2</b>  | <b>Substitutes</b>   |           |
| <b>3</b>  | <b>Non-Members attending</b>   |           |
| <b>4</b>  | <b>Minutes of the Meeting held on 27 September 2006</b>  |           |
| <b>5</b>  | <b>To Receive Declarations of Interest</b>   |           |
| <b>6</b>  | <b>Questions on Notice</b>   |           |
| <b>7</b>  | <b>Motions on Notice</b>   |           |
| <b>8</b>  | <b>Progress on Decisions</b>   | 8.1-8.2   |
|           | Schedule attached.   |           |
| <b>9</b>  | <b>Internal Audit Progress Report</b>  | 9.1-9.4   |
|           | To consider the report of the Head of Finance, Audit and Performance Management on monitoring the progress of the Internal Audit Plan for 2006/07.   |           |
| <b>10</b> | <b>Proposed Review of the Effectiveness of Internal Audit</b>  | 10.1-10.2 |
|           | To consider the report of the Head of Finance, Audit and Performance Management on changes in requirements of the Accounts & Audit Regulations 2003. |           |

**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 Audit Report**

12.1-12.15

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 start.

Paul Warren  
Chief Executive