



**Rochford District
Council**

Audit Committee

agenda

Date

30 September 2009

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 12**

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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

- | | | |
|----------|--|------------|
| | Emergency evacuation announcement | Page No |
| 1 | Apologies for Absence | |
| 2 | Substitutes | |
| 3 | Non-Members attending | |
| 4 | Minutes of the Meeting held on 10 June 2009 | |
| 5 | To Receive Declarations of Interest | |
| 6 | Questions on Notice | |
| 7 | Motions on Notice | |
| 8 | External Audit of Financial Statements 2008/09 | |
| | To consider the report of the Head of Finance, Audit and Performance Management on the External Auditor's report on the audit of the financial statements for 2008/09. | |
| | The report is to follow. | |
| 9 | Audit Committee Self-Assessment | 9.1 – 9.20 |
| | To consider the report of the Head of Finance, Audit and Performance Management on a review by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the role of the Audit Committee and provides details of a CIPFA toolkit which includes an extensive self-assessment checklist. | |

10 Risk Management Framework and Corporate Risk Register 10.1-10.30

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 September 2009 and providing an update of that framework and of the corporate risk register for 2009/10 for Members' consideration and approval.

11 Partnership Reviews 11.1-11.11

To consider the report of the Head of Finance, Audit and Performance Management presenting the results of the reviews of sub-groups of the Rochford Local Strategic Partnership undertaken as part of the 2008/09 Audit Plan.

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 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'.

Paul Warren
Chief Executive