



**Rochford District
Council**

Audit Committee

agenda

Date

4 December 2008

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 of the agenda**



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Members of the Audit Committee

Chairman: Cllr J Thomass

Vice-Chairman: Cllr J P Cottis

Cllr C I Black

Cllr Mrs L A Butcher

Cllr Mrs J Dillnutt

Cllr K A Gibbs

Cllr T Livings

Cllr Mrs J A Mockford

Cllr S P Smith

Cllr D G Stansby

Cllr P F A Webster

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 objectives are to:-

- Provide an excellent cost effective frontline service for all our customers
- Work towards a safer and more caring community
- Provide 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.

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 30 September 2008 | |
| 5 | To Receive Declarations of Interest | |
| 6 | Questions on Notice | |
| 7 | Motions on Notice | |
| 8 | Annual Audit Plan Progress Report | 8.1 – 8.9 |
| | <p>To consider the report of the Head of Finance, Audit and Performance Management providing Members with the opportunity to monitor the progress of the Internal Audit Plan for 2008/09.</p> | |
| 9 | Partnership Update Report | |
| | <p>To consider the report of the Head of Finance, Audit and Performance Management asking Members to endorse the findings of requested follow-up reviews of two of the Council's major partnerships, namely Castle Point and Rochford Domestic Violence Panel and Groundwork Trust South Essex.</p> <p>The report is to follow.</p> | |
| 10 | Partnership Report | |
| | <p>To consider the report of the Head of Finance, Audit and Performance Management asking Members to endorse the findings of the review of the Thames Gateway South Essex Housing Strategy Forum.</p> <p>The report is to follow.</p> | |

11 Risk Management Framework and Corporate Risk Register 11.1 – 11.23

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 November 2008 and an update of the Corporate Risk Register for 2008/09.

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 & Performance Management, 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