



**Rochford District
Council**

Audit Committee

agenda

Date

12 July 2007

Time

7.30 pm

Place

Committee Room 4
Civic Suite
Rayleigh

Contact

Sonia Worthington

Rochford District Council
South Street
Rochford
Essex
SS4 1BW

Tel: (01702) 546366
Fax: (01702) 545737

Email:
committee@rochford.gov.uk

**The public are welcome to
attend this meeting**



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Members of the Audit Committee

Chairman: Cllr Mrs L A Butcher

Vice-Chairman: Cllr J Thomass

Cllr J P Cottis

Cllr Mrs J Dillnutt

Cllr K A Gibbs

Cllr Mrs S A Harper

Cllr T Livings

Cllr Mrs J A Mockford

Cllr S P Smith

Cllr D G Stansby

One vacancy

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

- 1 **Apologies for Absence**
- 2 **Substitutes**
- 3 **Non-Members attending**
- 4 **Minutes of the Meeting held on 6 June 2007**
- 5 **To Receive Declarations of Interest**
- 6 **Questions on Notice**
- 7 **Motions on Notice**
- 8 **Audit Charter Review** 8.1-8.6

To consider the report of the Head of Finance, Audit & Performance Management asking Members to approve a proposed Charter of Internal Audit designed to ensure compliance with sound systems of internal control.
- 9 **Approach to Internal Audit Self Assessment** 9.1-9.24

To consider the report of the Head of Finance, Audit & Performance Management providing Members with a comparison of how the Local Authorities within the Essex Audit Group approached the Internal Audit self-assessment.
- 10 **Data Quality and Records Management Policy, Data Quality Strategy and Action Plan** 10.1-10.17

To consider the report of the Head of Finance, Audit & Performance Management introducing a proposed Data Quality Strategy and Data Quality Action Plan for Members' consideration and approval.

11 Key Lines of Enquiry – Use of Resources Judgment 2006 11.1-11.8

To consider the report of the Head of Finance, Audit & Performance Management setting out how the action plan arising from the use of resources judgment 2006 will be implemented and monitored.

12 Update Of External Audit Recommendations 12.1-12.3

To consider the report of the Head of Finance, Audit & Performance Management drawing Members' attention to the recommendations of the external auditor's final report to those charged with governance.

13 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.

14 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