



**Rochford District
Council**

Audit Committee

agenda

Date

10 January 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**



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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 25 September 2007**
- 5 **To Receive Declarations of Interest**
- 6 **Questions on Notice**
- 7 **Motions on Notice**
- 8 **The Annual Governance Statement** 8.1-8.6

To consider the report of the Head of Finance, Audit & Performance Management, which draw Members' attention to the need to change the way we report our assurances through the production of the Statement on Internal Control and the review of the CIPFA/SOLACE Corporate Governance Framework.
- 9 **Progress Report on Revised Audit Plan 2007/08** 9.1-9.2

To consider the report of the Head of Finance, Audit & Performance Management advising Members on the progress of the revised Audit Plan for 2007/08.
- 10 **Data Quality Awareness Training – Progress Report** 10.1-10.2

To consider the report of the Head of Finance, Audit & Performance Management providing an update on the progress made with the Data Quality Awareness Training Programme, reviewed at the September meeting of the Committee.

- 11 Update of External Audit Recommendations** 11.1-11.4
- To consider the report of the Head of Finance, Audit & Performance Management drawing Members' attention to the recommendations of the "Report Of The Auditor to Those Charged With Governance, 2006/07".
- 12 Risk Management Framework and Corporate Risk Register** 12.1-12.28
- To consider the report of the Head of Finance Audit & Performance Management summarising progress made under the Council's Risk Management Framework up to October 2007, and providing an update of the Corporate Risk Register for 2007/8.
- 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** 14.1-14.13
- 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'.

Paul Warren
Chief Executive