



**Rochford District
Council**

Audit Committee

agenda

Date

18 March 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 14 of the agenda**



INVESTOR IN PEOPLE

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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 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

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- | | | |
|-----------|---|-------------|
| 1 | Apologies for Absence | |
| 2 | Substitutes | |
| 3 | Non-Members attending | |
| 4 | Minutes of the Meeting held on 10 January 2008 | |
| 5 | To Receive Declarations of Interest | |
| 6 | Questions on Notice | |
| 7 | Motions on Notice | |
| 8 | Review of the Effectiveness of Internal Audit | 8.1 - 8.29 |
| | To consider the report of the Head of Finance, Audit & Performance Management advising Members of the outcome of a review of the effectiveness of Internal Audit. | |
| 9 | Audit Strategy and Terms of Reference for Internal Audit | 9.1 – 9.8 |
| | To consider the report of the Head of Finance, Audit & Performance Management introducing a revised Audit Strategy and Terms of Reference for Members' consideration. | |
| 10 | Annual Audit Plan for 2008/09 | 10.1 – 10.7 |
| | To consider the report of the Head of Finance, Audit & Performance Management presenting the 2008/09 Annual Audit Plan to Members' for approval. | |

- 11 Data Quality Progress Report** 11.1 – 11.9
- To consider the report of the Head of Finance, Audit & Performance Management providing an update on the progress being made against the data quality strategy and action plan.
- 12 Revised Partnership Guidance** 12.1 – 12.15
- To consider the report of the Chief Executive introducing new partnership guidance for the Council for Members' consideration and approval.
- 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'.

Paul Warren
Chief Executive