



**Rochford District  
Council**

**Audit Committee**

**agenda**

***Date***

---

**25 March 2014**

***Time***

---

**7.30 pm**

***Place***

---

Committee Room 4  
Civic Suite  
Rayleigh

***Contact***

---

Sonia Worthington

Rochford District Council  
South Street  
Rochford  
Essex  
SS4 1BW

Phone: 01702 546366  
Fax: 01702 545737

Email:  
memberservices@rochford.gov.uk

**The public are welcome to  
attend this meeting up to item 10**

If you would like this agenda in large print, Braille or another language please contact 01702 318111

The agendas and minutes of meetings can be accessed via the Council's website at [www.rochford.gov.uk](http://www.rochford.gov.uk)

## **Members of the Audit Committee**

Chairman: Cllr T E Mountain

Vice-Chairman: Cllr Mrs J A Mockford

Cllr C I Black

Cllr Mrs L A Butcher

Cllr J D Griffin

Cllr Mrs A V Hale

Cllr B T Hazlewood

Cllr Mrs D Hoy

Cllr Mrs C E Roe

Cllr D J Sperring

Cllr I H Ward

## **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 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

	Page No
Emergency evacuation announcement	
<b>1 Apologies for Absence</b>	
<b>2 Non-Members attending</b>	
<b>3 Minutes of the Meeting held on 10 December 2013</b>	
<b>4 To Receive Declarations of Interest</b>	
<b>5 Questions on Notice</b>	
<b>6 Motions on Notice</b>	
<b>7 External Auditor Report Updates for 2012/13</b>	7.1 – 7.5
To consider the report of the Head of Finance drawing Members' attention to the recommendations arising from the Annual Governance Report 2012/13.	
<b>8 External Auditor Report: Grants Claim and Returns Certification 2012/13</b>	8.1 – 8.15
To consider the report of the Head of Finance drawing Members' attention to the Grants Claim and Returns Certification 2012/13 document from the Council's external auditor, BDO.	
<b>9 Schedule of Business for the Audit Committee 2014-15</b>	9.1 – 9.4
To consider the report of the Head of Finance outlining a schedule of business for the Audit Committee in 2014-15.	

**10 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.

**11 Audit Report**

To consider the exempt report of the Head of Finance, which draws Members' attention to completed audit investigations and provides an update of audit recommendations.

A handwritten signature in black ink, appearing to read 'Amar Dave', with a large, sweeping flourish extending from the end of the signature.

Amar Dave  
Chief Executive