



**Rochford District
Council**

Audit Committee

agenda

Date

29 April 2009

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 13.**



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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 District the place of choice in the County to live, work and visit.

The Council's objectives are to make a difference:-

- to our public
- to our community
- to our environment
- to the 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	
1 Apologies for Absence	
2 Substitutes	
3 Non-Members attending	
4 Minutes of the Meeting held on 4 March 2009	
5 To Receive Declarations of Interest	
6 Questions on Notice	
7 Motions on Notice	
8 Annual Audit and Inspection Letter	8.1-8.19
To consider the report of the Head of Finance, Audit & Performance Management, which introduces the Annual Audit and Inspection letter (AAIL).	
9 Use of Resources Judgment 2007/08	9.1-9.13
To consider the report of the Head of Finance, Audit & Performance Management, which summarises the results of the Use of Resources Judgment for 2007/08, carried out by the Council's external auditors, PKF, and sets out the Council's approach for the 2008/09 assessment.	
10 Data Quality Progress Report	10.1-10.12
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.	

- 11 Review of the Effectiveness of Internal Audit** 11.1-11.7
- 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.
- 12 Annual Audit Plan for 2009/10** 12.1-12.6
- To consider the report of the Head of Finance, Audit & Performance Management presenting the 2009/10 Annual Audit Plan to Members for 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 Handyman and Gardening Services**
- To consider the exempt report of the Head of Finance, Audit & Performance Management which details the outcome of a Value for Money review undertaken in respect of the Handyman and Gardening Services funded by the Council.
- 15 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.
- 16 Internal Audit Annual Report and Opinion 2008/09**
- To consider the exempt report of the Head of Finance, Audit & Performance Management, which informs Members of the progress of Internal Audit work during the year and reports the Opinion of the Audit & Performance Manager in respect of the effectiveness of the systems of Internal Control that exist within the Authority. This Opinion contributes to the Annual Governance Statement.



Paul Warren
Chief Executive