



Rochford District Council

Audit Committee

agenda

Date

27 March 2012

Time

7.30 pm

Place

Committee Room 4
Civic Suite
Rayleigh

**The public are welcome to
attend this meeting up to item 12
of the Agenda**

Contact

Sonia Worthington

Rochford District Council
South Street
Rochford
Essex
SS4 1BW

Phone: 01702 546366
Fax: 01702 545737

Email:
memberservices@rochford.gov.uk

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**

Members of the Audit Committee

Chairman: Cllr Mrs J A Mockford

Vice-Chairman: Cllr J P Cottis

Cllr C I Black

Cllr K A Gibbs

Cllr Mrs A V Hale

Cllr Mrs C M Mason

Cllr T E Mountain

Cllr R D Pointer

Cllr J Thomass

Cllr I H Ward

Cllr Mrs B J Wilkins

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 people
- 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

	Emergency evacuation announcement	Page No
1	Apologies for Absence	
2	Substitutes	
3	Non-Members attending	
4	Minutes of the Meeting held on 29 September 2011	
5	To Receive Declarations of Interest	
6	Questions on Notice	
7	Motions on Notice	
8	External Auditor Reports and Updates for 2010/11	8.1 – 8.28
	To consider the report of the Head of Finance drawing Members' attention to the recommendations arising from the "Annual Governance Report, 2010/11 and also introducing the external auditors' Annual Audit Letter for 2010/11 and their grants claim certification report for 2010/11.	
9	External Auditor's Annual Audit Plan for 2011/12	9.1 – 9.18
	To consider the report of the Head of Finance presenting PKF's updated annual audit plan (AAP) covering the audit of the 2011/12 accounts and grants.	
10	Review Of The Council's Corporate Risk Management Framework and Risk Register for 2012/13	10.1 – 10.36
	To consider the report of the Head of Finance providing a review and update of the Council's corporate risk management framework and corporate risk register for 2012/13.	

11 Data Quality and Records Management Policy and Progress Report 11.1 – 11.7

To consider the report of the Head of Finance providing an update on the progress made to ensure that the data the Council uses to measure its performance and inform its decision-making is of the highest quality.

12 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.

13 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 'Paul Warren', with a large, stylized initial 'P'.

Paul Warren
Chief Executive