



**Rochford District
Council**

Audit Committee

agenda

Date

5 June 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 13 of the
agenda**



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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 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

Page No

- 1 **Apologies for Absence**
- 2 **Substitutes**
- 3 **Non-Members attending**
- 4 **Minutes of the Meeting held on 18 March 2008**
- 5 **To Receive Declarations of Interest**
- 6 **Questions on Notice**
- 7 **Motions on Notice**
- 8 **Annual Audit and Inspection Letter (March 2008)** 8.1 – 8.20

To consider the report of the Head of Finance, Audit & Performance Management introducing the Council's External Auditor's report for 2006/07.
- 9 **Use of Resources** 9.1 – 9.24

To consider the report of the Head of Finance, Audit & Performance Management setting out how the action plan arising from the use of resources judgement 2007 will be implemented and monitored.
- 10 **Outline Audit and Inspection Plan (2008/09)**

To consider the report of the Head of Finance, Audit & Performance Management on introducing the outline Audit and Inspection Plan 2008/09.

This report is to follow.
- 11 **Closure of Accounts 2007/08**

To consider the report of the Head of Finance, Audit & Performance Management asking Members to consider some of the detail regarding the Statement of Accounts that will be submitted to the Council on 26 June 2008.

This report is to follow.

- 12 Update of External Audit Recommendations** 12.1 –
12.2
- 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, 2007/08'.
- 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 Internal Audit Report and Opinion 2007/08** 14.1 –
14.13
- To consider the exempt report of the Head of Finance, Audit & Performance Management informing Members of the progress of Internal Audit work during the year and to report 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.
- 15 Annual Governance Statement** 15.1 –
15.10
- To consider the exempt 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 Annual Governance Statement
- 16 Audit Report** 16.1 –
16.25
- To consider the exempt report of the Head of Finance, Audit & Performance Management, which draw Members' attention to completed audit investigations and provides an update of audit recommendations.



Paul Warren
Chief Executive