



Rochford District
Council

Audit & Governance Committee

Agenda

Date

20 February 2025

Time

7.30 pm

Place

Council Chamber
Civic Suite
2 Hockley Road
Rayleigh, SS6 8EB

**The public are welcome to
attend this meeting.**

Contact

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Members of the Audit & Governance Committee

Chairman: Cllr R Milne

Vice-Chairman: Cllr S A Wilson

Cllr N J Booth

Cllr R Lambourne

Cllr A D Marriott

Cllr M O'Leary

Cllr S J Page

Cllr Mrs V A Wilson

Cllr S E Wootton

Terms of Reference

- To provide independent assurance of the adequacy of the risk management framework and the associated control environment.
- To assess the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment.
- To oversee the financial reporting process including scrutiny of the treasury management strategy and policies.
- To ensure that Members maintain high standards of probity in their public life by forming a Sub-Committee to consider standards complaints referred by the Monitoring Officer.
- To appoint representatives to any outside bodies which fall within the remit of this Committee.

Our Vision: Working to achieve the best outcomes for Rochford District, its residents and businesses.

The Council's priorities as set out in its 'Our Rochford, Our Plan 2024-28' are:-

- The delivery of good quality local government services in the district
- Communities and Homes - 'Thriving and resilient communities that feel safe, supported and engaged'
- Places and Spaces - 'A diverse and sustainable environment that enables everyone to live life to the full'
- Economy and Prosperity - 'An inclusive economy that delivers inward investment to support the growth of businesses, jobs and tourism'
- To be a forward thinking and well managed authority

AGENDA

Emergency evacuation announcement

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1 Apologies for Absence

To receive apologies for absence, notification of any substitute members and note Members of the Council not on the committee who are in attendance

2 Minutes of the Meeting held on 3rd December 2024

3 To Receive Declarations of Interest

4 Public Questions on Notice

The deadline for questions to be submitted for the Audit and Governance Committee meeting shall be no later than midday (12:00), 3 clear working days before the day of the meeting (Friday 14 February). Copies of all questions received will be circulated to all Members of the Committee and will be made available to the public attending the meeting.

5 Proposed Amendments to the Constitution Working Group 5.1 – 5.62

To consider a report of the Monitoring Officer and Constitution Working Group relating to proposed amendments to the Council's current Constitution

6 Statement of Accounts - 2023/24 6.1 – 6.136

To consider a report of the Strategic Director Finance relative to the Statement of Accounts for 2023/24

7 Treasury Management Quarterly Review Q3 2024/25 - Update 7.1 – 7.10

To consider a report of the Strategic Director Finance relative to the Treasury Management Quarterly Review Q3 1014/15 update

8 Q3 Internal Audit 2024/25 - Update 8.1 – 8.34

To consider a report of the Audit & Counter Fraud Manager relative to an update on the Q3 Internal Audit 2024/25

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| 9 | Risk Management Update
To consider a report of Strategic Director Finance relative to an update on Risk Management | 9.1 – 9.10 |
| 10 | Capital & Investment Strategy 2025/26
To consider a report of Strategic Director Finance relative to the Capital and Investment Strategy for 2025/26 | 10.1 – 10.60 |
| 11 | Internal Audit Contract Award
To consider a report of Strategic Director Finance relative to the Internal Audit Contract Award | 11.1 – 11.6 |
| 12 | Member Training
To consider a report of the Corporate Manager, Legal & Democratic relative to Member Training. | 12.1 – 12.16 |



Jonathan Stephenson
Chief Executive

DECLARATIONS OF INTEREST – GUIDANCE NOTE

The Member Code of Conduct sets out three types of Member's interests: -

- Disclosable pecuniary interests (DPIs)
- Other registerable interests (ORIs)
- Non-registerable interests (NRIs)

Members are required to register certain interests and disclose/declare any interests which arise at meetings. The flowchart below seeks to assist Members in determining the nature of the interest to be declared and Members should seek the advice of the Council's Monitoring Officer in advance as necessary.

When declaring interests at meetings, Members must ensure they provide clarity and detail including the following which will be recorded in the minutes: -

1. the agenda item the interest relates to;
2. the type of interest i.e. DPI, ORI or NRI;
3. the nature of the interest;
4. whether as a result of the interest they shall leave the room during consideration of the matter, and
5. Where members are declaring an ORI but shall be taking part, confirming that they are bringing an open mind to the meeting.

The flowchart below will assist in making the declaration: -

