



**Rochford District
Council**

Audit Committee

agenda

Date

26 March 2013

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 12 of the Agenda**

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 T E Mountain

Vice-Chairman: Cllr Mrs A V Hale

Cllr J D Griffin

Cllr B T Hazlewood

Cllr M Hoy

Cllr Mrs J R Lumley

Cllr Mrs C E Roe

Cllr D J Sperring

Cllr I H Ward

Cllr Mrs B J Wilkins

One vacancy

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

	Page No
Emergency evacuation announcement	
1 Apologies for Absence	
2 Substitutes	
3 Non-Members attending	
4 Minutes of the Meeting held on 11 December 2012	
5 To Receive Declarations of Interest	
6 Questions on Notice	
7 Motions on Notice	
8 External Auditor Report, Grants Claim and Returns Certification 2011/12	8.1 – 8.10
To consider the report of the Head of Finance drawing Members' attention to the external auditor's grants claim and returns certification 2011/12.	
9 External Auditor's Annual Audit Plan	9.1 – 9.17
To consider the report of the Head of Finance presenting PKF's updated annual audit plan covering the audit of the 2012/13 accounts and grants.	
10 Schedule of Business for the Audit Committee 2013/14	10.1 – 10.3
To consider the report of the Head of Finance providing details of a schedule of business for the Audit Committee during 2013/14.	
11 Review of the Council's Corporate Risk Management Framework and Risk Register for 2013/14	11.1 – 11.32
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 2013/14.	

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 Internal Audit Annual Opinion for 2012/13 and Proposed Annual Audit Plan for 2013/14

To consider the exempt report of the Head of Finance informing Members of the progress of Internal Audit work during the year and reporting the opinion of the Audit and Performance Manager in respect of the effectiveness of the systems of internal control that exist within the Authority.

14 Audit Plan

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' at the start.

Paul Warren
Chief Executive