



**Rochford District  
Council**

# **Audit Committee**

## **agenda**

***Date***

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**30 September 2008**

***Time***

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**7.30 pm**

***Place***

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Committee Room 4  
Civic Suite  
Rayleigh

***Contact***

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**The public are welcome to  
attend this meeting up to  
item 11 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 5 June 2008**
- 5 **To Receive Declarations of Interest**
- 6 **Questions on Notice**
- 7 **Motions on Notice**
- 8 **Partnership Review** 8.1 – 8.5  

To consider the report of the Head of Finance, Audit & Performance Management asking Members to endorse the findings of the reviews of the Council's major partnerships.
- 9 **External Audit Report to Those Charged with Governance** 9.1 – 9.21  

To consider the report of the Head of Finance, Audit & Performance Management on the External Audit Report to Those Charged with Governance.

**10 Data Quality Progress Report**

10.1-10.10

To consider the report of the Head of Finance, Audit & Performance Management on the progress being made against the Data Quality Strategy and Data Quality Action Plan approved by this Committee on 12 July 2007.

**11 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.

**12 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.

A handwritten signature in black ink, appearing to read 'Paul Warren', with a large, stylized initial 'P'.

Paul Warren  
Chief Executive