



Rochford District Council

Audit Committee

agenda

Date

29 September 2011

Time

7.30 pm

Place

Committee Room 4
Civic Suite
Rayleigh

**The public are welcome to
attend this meeting up to item 14**

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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 8 June 2011

5 To Receive Declarations of Interest

6 Questions on Notice

7 Motions on Notice

8 PKF Grant Certification Report for Year Ending 31 March 2010 – Update of Recommendations 8.1 – 8.3

To consider the report of the Head of Finance updating Members on progress to date with recommendations arising from the 'Grant Claim Certification Report for Year Ending 31 March 2010'.

9 PKF Report on ISA 265 – Internal Control 9.1 – 9.9

To consider the report of the Head of Finance outlining details of the External Auditors' report on any deficiencies in internal control to those charged with governance and management in accordance with the International Standard on Auditing 265.

10 Financial Statements 2010/11

To consider the report of the Head of Finance on the financial statements for 2010/11.

The report is to follow.

11 External Audit Report to Those Charged with Governance

To consider the report of the Head of Finance inviting Members to give consideration to the external auditors' report on the results of their audit of the Council's financial statements for 2010/11.

The report is to follow.

**12 PKF Annual Governance Report 2009/10 – 12.1 –
Update of Recommendations 12.4**

To consider the report of the Head of Finance drawing Members' attention to the recommendations from the "Annual Governance Report, 2009/10".

**13 Mid Year Review of the Council's Corporate Risk Register for 2011/12 13.1 –
13.20**

To consider the report of the Head of Finance providing a mid year review and update of the Council's corporate risk register for 2011/12.

14 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.

15 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