



**Rochford District  
Council**

**Audit Committee**

**agenda**

***Date***

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**10 December 2013**

***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**

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another language please contact 01702 318111

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Council's website at [www.rochford.gov.uk](http://www.rochford.gov.uk)

## **Members of the Audit Committee**

Chairman: Cllr T E Mountain

Vice-Chairman: Cllr Mrs J A Mockford

Cllr C I Black

Cllr Mrs L A Butcher

Cllr J D Griffin

Cllr Mrs A V Hale

Cllr Mrs B T Hazlewood

Cllr Mrs D Hoy

Cllr Mrs C E Roe

Cllr D J Sperring

Cllr I H Ward

## **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 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.

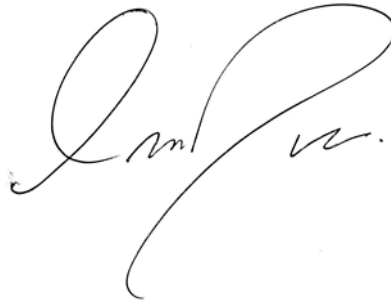
## A G E N D A

	Page No
Emergency evacuation announcement	
<b>1 Apologies for Absence</b>	
<b>2 Non-Members attending</b>	
<b>3 Minutes of the Meeting held on 24 September 2013</b>	
<b>4 To Receive Declarations of Interest</b>	
<b>5 Questions on Notice</b>	
<b>6 Motions on Notice</b>	
<b>7 External Auditor Report Updates for 2012/13</b>	7.1 – 7.3
To consider the report of the Head of Finance, which draws Members' attention to the recommendations arising from the Annual Governance Report 2012/13.	
<b>8 Annual Audit Letter for 2012/13</b>	8.1 – 8.11
To consider the report of the Head of Finance, which draws Members' attention to the Annual Audit Letter for 2012/13, summarising the work carried out by the external auditor in respect of the year ending 31 March 2013.	
<b>9 Progress on the 2013/14 Internal Annual Audit Plan</b>	9.1 – 9.4
To consider the report of the Head of Finance providing details of proposed changes to the internal audit plan for 2013/14.	
<b>10 Public Sector Internal Audit Standards</b>	10.1 – 10.15
To consider the report of the Head of Finance providing details of the Council's level of compliance with the Chartered Institute of Public Finance and Accountancy (CIPFA) checklist with respect to the Public Sector Internal Audit Standards.	
<b>11 Exclusion of the Press and Public</b>	
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, which draws Members' attention to completed audit investigations and provides an update of audit recommendations.

A handwritten signature in black ink, appearing to read 'Amar Dave', with a large, sweeping flourish extending from the end of the signature.

Amar Dave  
Chief Executive