



AUDIT COMMITTEE

AGENDA

Date: Thursday, 15th June 2006

Time: 6PM

Venue: The Earl Baldwin Suite
Duke House, Clensmore Street,
Kidderminster

Audit Committee

Members of Committee:

Chairman: Councillor H J Martin
Vice-Chairman: Councillor M A Salter

Councillor G W Ballinger
Councillor J W Dudley
Councillor C D Nicholls
Councillor M J Shellie

Councillor M A W Hazlewood
Councillor M M G Oborski
Councillor J C Simmonds

DECLARATIONS OF INTEREST - GUIDANCE NOTE

Code of Conduct

Members are reminded that under the Code of Conduct it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

Section 106 of the Local Government Finance Act 1992.

If any Member is two months or more in arrears with a Council Tax payment, they may not vote on any matter which might affect the calculation of the Council Tax, any limitation of it, its administration or related penalties or enforcement.

For further information:-

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Christine May, Principal Committee Officer, Civic Centre, Stourport-on-Severn. Telephone No: 01562 732729, e-mail christine.may@wyreforestdc.gov.uk.

A G E N D A

PART I

Open to the Public

1. APOLOGIES FOR ABSENCE

2. APPOINTMENT OF SUBSTITUTE MEMBERS

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Head of Legal and Democratic Services, together with the name of the Councillor for whom he/she is acting.

3. DECLARATION OF INTERESTS

In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.

Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.

(See guidance note on cover.)

4. TERMS OF REFERENCE

To note the Committee's Terms of Reference agreed by the Council at its Annual Meeting on 17th May 2006. (Attached)

5. ANNUAL AUDIT PLAN 2006/07

To receive a presentation from the Council's external auditors, KPMG, on the Annual Audit Plan 2006/07.

A copy of the Plan has been circulated to members electronically. A copy is included with the Audit Committee agenda on the Council's website under "Know your Councillor – Meetings Diary" and a public inspection copy is available on request (see front cover for contact details).

6. ANNUAL REPORT ON THE COUNCIL'S INTERNAL CONTROL ENVIRONMENT INTERNAL AUDIT 2005/2006

To consider a report from the Financial Services Manager (Audit and Benefits) regarding the Council's Internal Control Environment - Internal Audit for 2005/2006. (Attached)

7. WORK PLAN

To note that Audit Committee meetings correspond with the issue of Internal Audit quarterly reports and to consider if any further items of business need to be added.

8. **TO CONSIDER ANY OTHER BUSINESS, DETAILS OF WHICH HAS BEEN COMMUNICATED TO THE HEAD OF LEGAL AND DEMOCRATIC SERVICES BEFORE THE COMMENCEMENT OF THE MEETING, WHICH THE CHAIRMAN BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING.**
9. **EXCLUSION OF THE PUBLIC**

To consider passing the following resolution:

"That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of "exempt information" as defined in paragraph 7 of Part 1 of Schedule 12A to the Act.

PART 2

Not Open to the Public

10. **MINUTES**

To note the minutes of the meeting of the former Audit Panel held on the 21st March 2006. (Attached)

11. **INTERNAL AUDIT REPORT – QUARTER ENDED 31ST MARCH 2006**

To consider a report from the Head of Financial Services regarding the Internal Audit Report for the Quarter ended 31st March 2006. (Attached)

12. **TO CONSIDER ANY OTHER BUSINESS, DETAILS OF WHICH HAS BEEN COMMUNICATED TO THE HEAD OF LEGAL AND DEMOCRATIC SERVICES BEFORE THE COMMENCEMENT OF THE MEETING, WHICH THE CHAIRMAN BY REASON OF SPECIAL CIRCUMSTANCES CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING.**