



## **AUDIT COMMITTEE**

# **A G E N D A**

**Date: Monday, 20th November 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 M A W Hazlewood**  
**Councillor M M G Oborski**  
**Councillor J C Simmonds**

**Councillor J W Dudley**  
**Councillor C D Nicholls**  
**Councillor M J Shellie**

### 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](mailto:christine.may@wyreforestdc.gov.uk).

# AGENDA

## PART I

### 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. MINUTES

To confirm as a correct record the minutes of the meeting held on 26<sup>th</sup> September 2006. (Attached)

### 5. EXTERNAL AUDIT – KPMG - AUDIT MEMORANDUM REPORT TO THOSE CHARGED WITH GOVERNANCE 2005/06

To consider a memorandum from Ian Skipp of KPMG, the Council's external auditors, regarding the External Audit – Audit Memorandum – Report to those charged with governance 2005/06. (Attached)

### 6. EXTERNAL AUDIT - KPMG - INTERIM MEMORANDUM 2005/06

To consider a memorandum from Ian Skipp of KPMG, the Council's external auditors, regarding the External Audit – Interim Memorandum 2005/06. (Attached)

### 7. INTERNAL AUDIT - TERMS OF REFERENCE - UPDATE

To consider updated Terms of Reference for the work undertaken by Internal Audit, and to recommend them for approval by the Cabinet. (Attached)

### 8. WORK PROGRAMME

To consider a draft work programme for the current municipal year. (Attached)

9. **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.**
10. **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 paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act.

## **PART 2**

### **Not Open to the Public**

11. **MINUTES**

To confirm as a correct record the exempt minutes of the meeting held on 26<sup>th</sup> September 2006. (Attached)

12. **LETTER TO CHIEF EXECUTIVE AND RESPONSE ON AUDIT ISSUES.**

To consider a copy of a letter dated 11<sup>th</sup> October 2006 from the Chairman to the Chief Executive regarding final audit reports issued in the quarter ended 30<sup>th</sup> June 2006 and his reply. (Attached)

13. **INTERNAL AUDIT REPORT - QUARTER ENDED 30<sup>TH</sup> SEPTEMBER 2006**

To consider a report from the Head of Financial Services regarding the Internal Audit Report for the Quarter ended 30<sup>th</sup> September 2006. (Attached)

14. **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.**