



AUDIT COMMITTEE

A G E N D A

Date: Monday, 29th January 2007

Time: 6.00pm

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.

A G E N D A

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 20th November 2006. (Attached)

5. EXTERNAL AUDIT – KPMG – ANNUAL EXTERNAL AUDIT REPORT 2005/06

To consider the Annual External Audit Report 2005/06, presented by Ian Skipp of KPMG, the Council's external auditors. (Attached)

6. AUDIT AND INSPECTION PROGRESS REPORT

To consider a progress report from the Corporate Performance Advisor regarding progress with addressing recommendations contained within annual audit inspection letters and plans. (Attached)

7. EXTERNAL FUNDING

To note a report from the Economic Regeneration and External Funding Officer regarding external funding. As the Economic. Regeneration and External Funding Officer is unable to attend this meeting to answer members' questions, the report will be included again in the Committee's March 2007 agenda. (Attached)

The appendices to this report have been circulated electronically and a public inspection copy is available on request. Please see front cover for contact details.

8. WORK PROGRAMME

To consider the 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 20th November 2007. (Attached)

12. FOLLOW UP REVIEW OF CONTROL OF WASPS, RATS, OTHER PESTS AND DOGS

Further to the report in Section 1 of the Internal Audit Report for the Quarter ended 31st September 2006, to consider a follow up review of the control of wasps, rats, other pests and dogs. (Attached, together with a copy of the final Internal Audit report to which it relates.)

13. INTERNAL AUDIT REPORT – QUARTER ENDED 31ST DECEMBER 2006

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

14. INTERNAL AUDIT – AUDIT PLAN 2007/08

To receive members' views on items to be considered for inclusion in the Audit Plan 2007/08.

15. 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.

RELATED DOCUMENTS

[Minutes Audit Committee 20.11.06](#)

[Annual External Audit Report](#)

[Audit and Inspection Progress Report](#)

[Annual Audit and Inspection Progress Report Appx](#)

[External Funding](#)

[External Funding Appendix A](#)

[External Funding Appendix B](#)

[Work Programme](#)

[Exempt Mins Audit Committee 20.11.06](#)

[Follow up Review Wasps Rats and Dogs](#)

[Final Report Wasps Rats and Dogs](#)

[Quarterly Report Quarter Ended 31st December 2006](#)

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