



AUDIT COMMITTEE

A G E N D A

Date: Tuesday, 24th April 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 Mrs F M 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.

Member	15/06/06	26/09/06	20/11/06	29/01/07	27/03/07	24/04/07				
G W Ballinger	✓	✓	✓	✓	✓	-	-	-	-	-
J W Dudley	✓	✓	✱	✕	✱	-	-	-	-	-
M A W Hazlewood	✓	✓	✓	✓	✓	-	-	-	-	-
C D Nicholls	✓	✱	✱	✱	✓	-	-	-	-	-
Mrs F M Oborski					✱	-	-	-	-	-
M J Shellie	✓	✱	✓	✓	✓	-	-	-	-	-
J C Simmonds	✓	✕	✓	✓	✓	-	-	-	-	-
H J Martin	✓	✓	✓	✓	✓	-	-	-	-	-
M A Salter	✓	✓	✓	✓	✓	-	-	-	-	-

Key: ✓ = Present ✕ = Absent (No Substitute) ✱ = Absent (Substituted)

A G E N D A

PART I

Open to the Press and 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. MINUTES

To confirm as a correct record the minutes of the meeting held on 27th March 2007.
(Attached)

[Audit Committee Open Minutes 27. 03.07](#)

5. AUDIT COMMISSION MATTERS

The Audit Commission's Relationship Manager, Ms. Elizabeth Cave, will attend the meeting for the following matters:

a) Use of Resources Assessment

To consider a report from the Corporate Performance Adviser which provides an overview of the Audit Commission's Key Lines of Enquiry for Use of Resources.
(Attached)

[Use of Resources - Key Lines of Enquiry](#)

[Use of Resources KLOEs - Appendix](#)

b) Annual Audit and Inspection Letter

To consider a report from the Corporate Performance Advisor on the contents of the Audit Commission's Annual Audit and Inspection Letter. (Attached)

[Annual Audit and Inspection Letter](#)

[AAIL Appendix](#)

c) Appointment of External Auditors

To note the criteria for the appointment of external auditors. (Attached)

[Appointment of External Auditors](#)

[Appointment of External Auditors Appendix](#)

6. WORK PROGRAMME

As this is the last meeting of the current municipal year, to note items that need to be carried forward to 2007/08, including the following:

- Internal Audit – Annual Outturn report
- External Funding Strategy- Progress Report
- External Audit – Audit Plan 2007/08

7. 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.

8. 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 the relevant paragraphs 2 and 3 of Part 1 of Schedule 12A to the Act.

PART 2

Not Open to the Press and Public

9. CORPORATE PROCUREMENT - POSITION STATEMENT

To consider a report from the Head of Financial Services which provides members with a position statement on Corporate Procurement. (Attached)

[Coporate Procurement - Position Statement](#)

10. INTERNAL AUDIT - FOLLOW UP REPORT ON OUTSTANDING ACTION, REVIEW OF THE CONTROL OF WASPS, RATS AND OTHER PESTS AND DOGS.

Further to the report in Section 1 of the Internal Audit Report for the Quarter Ended 31st September 2006, submitted to the Committee's 20th November 2006 meeting and the follow up review reported to the Committee's 29th January 2007 meeting:

To consider an additional follow up report giving updated responses to recommendations relating to Internal Audit's review of the control of wasps, rats and dogs. (Attached, together with the two previous reports)

[Additional Follow Up Review Wasps Rats and Dogs](#)

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

[Final Report Wasps Rats and Dogs](#)

11. 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.