



## **AUDIT COMMITTEE**

### **A G E N D A**

**Date: Monday, 17th September 2007**

**Time: 6.00pm**

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

## Audit Committee

### Members of Committee:

**Chairman: Councillor J Aston**  
**Vice-Chairman: Councillor P B Harrison**

**Councillor J Baker**

**Councillor M A W Hazlewood**

**Councillor C D Nicholls**

**Councillor G C Yarranton**

**Councillor G W Ballinger**

**Councillor D J Millis**

**Councillor J Thomas**

### 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).

Member	25/06/07	17/09/07	19/11/07	29/01/08	25/03/08	22/04/08				
J Baker	✓	-	-	-	-	-	-	-	-	-
G W Ballinger	✓	-	-	-	-	-	-	-	-	-
M A W Hazlewood	✓	-	-	-	-	-	-	-	-	-
D J Millis	✓	-	-	-	-	-	-	-	-	-
C D Nicholls	✓	-	-	-	-	-	-	-	-	-
J Thomas	✓	-	-	-	-	-	-	-	-	-
G C Yarranton	-	-	-	-	-	-	-	-	-	-
J Aston	✓	-	-	-	-	-	-	-	-	-
P B Harrison	✓	-	-	-	-	-	-	-	-	-

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

# **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 25<sup>th</sup> June 2007. (Attached)

[Open Audit Committee Minutes 25-06-07](#)

### **5. EXTERNAL AUDIT AND INSPECTION PLAN 2007 - 2008**

To consider a report from Dave Evans, Audit Manager and Liz Cave, Audit Commission Relationship Manager from the Audit Commission regarding the External Audit Inspection Plan for 2007 – 2008. *(To follow)*

### **6. EXTERNAL AUDIT - KPMG - AUDIT MEMORANDUM REPORT TO THOSE CHARGED WITH GOVERNANCE 2006/07**

To receive a presentation from KPMG, the Council's external auditors regarding the External Audit - Audit Memorandum report to those charged with Governance 2006/07. *(To follow)*

### **7. WORK PROGRAMME**

To consider the Committee's work programme for the 2007/2008 municipal year with regard to the Community Strategy, Corporate Plan and Annual Priorities. (Attached)

[Work Programme 2007-2008](#)

### **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 paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act."

**PART 2**

**Not Open to the Public**

**10. MINUTES**

To confirm as a correct record the exempt minutes of the meeting held on 25th June 2007. (Attached)

[Exempt Minutes 25-06-07](#)

**11. INTERNAL AUDIT REPORT – QUARTER ENDED 30<sup>th</sup> JUNE 2007**

To consider a report from the Head of Financial Services regarding the Internal Audit Report for the Quarter ended 30<sup>th</sup> June 2007. (Attached)

[internal audit report qtr ended 30th June 2007](#)

**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.**