



## **AUDIT COMMITTEE**

# **A G E N D A**

**Date: Monday, 17th March 2008**

**Time: 6pm**

**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	17/03/ 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 19<sup>th</sup> November 2007. (Attached)

[Audit Minutes 19th November 2007](#)

### **5. KPMG – ANNUAL EXTERNAL AUDIT REPORT 2006/2007**

To consider a report from KPMG, the Council's former external auditors regarding the annual external audit report for 2006-2007. (Attached)

[KPMG External Audit Report](#)

### **6. EXTERNAL AUDIT AND INSPECTION LETTER - PROGRESS REPORT**

To consider a report from the Head of the Chief Executive's Office which informs Members of progress with addressing recommendations contained in last year's Annual Audit & Inspection Letter. (Attached)

[Audit and Inspection Progress Report](#)

[Audit and Inspection Progress Appx](#)

### **7. REVIEW OF ARRANGEMENTS FOR PUBLICISING THE PRE-AUDIT COPY OF THE COUNCIL'S FINAL ACCOUNTS**

To consider a report from the Head of Financial Services which provides Members with an opportunity to note and review the arrangements for publicising the pre-audit copy of the Council's Final Accounts. (Attached)

[Review of Arrangements for Final Accounts](#)

[Review of Arrangements for Final Accounts App 1](#)

[Review of Arrangements for Final Accounts App 2](#)

**8. INTERNAL AUDIT - COMPLIANCE WITH THE CIPFA CODE OF PRACTICE FOR INTERNAL AUDIT**

To consider a report from the Head of Financial Services which informs Members how the Internal Audit section complies with the CIPFA Code of Practice for Internal Audit. (Attached)

[Internal Audit - Compliance with the CIPFA code of practice for internal audit](#)  
[Appendix to Internal Audit - compliance with the CIPFA code of practice for internal audit](#)

**9. INTERNAL AUDIT – ANNUAL AUDIT PLAN 2008 – 2009**

To consider a report from the Head of Financial Services which informs Members of how the Internal Audit – Annual Audit Plan 2008–2009 which has been prepared by the Financial Services Manager in accordance with the requirements of the CIPFA Code of Practice for Internal Audit in Local Government. (Attached)

[Annual Internal Audit 2008-2009](#)

**10. UPDATES OF PROSECUTION POLICY AND POLICY AND STRATEGY ON THEFT, FRAUD AND CORRUPTION**

To consider a report from the Head of Financial Services which informs Members of the results of a review of the Council's current Prosecution Policy; Policy on Theft, Fraud & Corruption; Strategy on Theft, Fraud & Corruption, the Fraud Response Plan, Policy & Strategy on Fraud for housing benefit and council tax benefit. (Attached)

[Updates of Prosecution Policy Policy and Strategy on Theft Fraud and Corruption](#)

**11. CORPORATE GOVERNANCE FRAMEWORK**

To consider a report from the Head of the Chief Executive's Office to adopt an updated Corporate Governance Framework with effect from 1<sup>st</sup> April 2008. (Attached)

[Corporate Governance Framework](#)  
[Corporate Governance Framework App. 1](#)  
[Corporate Governance Framework App. 2](#)  
[Corporate Governance Framework App. 3](#)

**12. ANNUAL GOVERNANCE STATEMENT**

To consider a report from the Head of Financial Services, which informs Members of the requirements to prepare an Annual Governance Statement. (Attached)

[Annual Governance Statement](#)

**13. CLOSURE OF ACCOUNTS TIMETABLE 2007/2008**

To consider a report from the Head of Financial Services which informs Members of the Closure of Accounts Timetable 2007/2008. (Attached)

[Closedown of Accounts Timetable](#)  
[Closedown of Accounts Timetable App 1](#)

**14. APPRAISAL OF APPOINTING AN INDEPENDENT MEMBER TO THE AUDIT COMMITTEE**

To consider a report from the Head of Financial Services which provides Members with an appraisal of appointing an independent member to the Audit Committee. (Attached)

[Appraisal of appointing an independent member](#)

**15. 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 17.3.08](#)

**16. 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.**

**17. 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**

**18. MINUTES**

To confirm as a correct record the exempt minutes of the meeting held on 19<sup>th</sup> November 2007. (Attached)

[Exempt Minutes 19th November 2007](#)

**19. INTERNAL AUDIT REPORT – QUARTER ENDED 31<sup>st</sup> DECEMBER 2007**

To consider a report from the Head of Financial Services which informs Members of the Internal Audit Report for the Quarter ended 31<sup>st</sup> December 2007. (Attached)

[Internal audit report - quarter ended 31st December 2007](#)

**20. 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.**