

Open

Audit Committee

Agenda

6:00pm
Tuesday, 16th March 2010
The Earl Baldwin Suite
Duke House
Clensmore Street
Kidderminster



Audit Committee

Members of Committee:

Chairman: Councillor J Holden
Vice-Chairman: Councillor A J Buckley

Councillor J Aston
Councillor D J Millis
Councillor K H Prosser
Councillor N J Thomas

Councillor P Dyke
Councillor F M Oborski
Councillor J A Shaw

Information for Members of the Public:

Part I of the Agenda includes items for discussion in public. You have the right to request to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

There are particular circumstances when the Ethics and Standards Committee may exclude the public, which are in addition to those available at meetings of the Council, its Cabinet and Committees etc. These apply when the Ethics and Standards Committee considers the following:

Information relating to a particular chief officer, former chief officer or applicant to become a chief officer of a local probation board within the meaning of the Criminal Justice and Court Services Act 2000.

Information which is subject to any obligation of confidentiality.

Information which relates in any way to matters concerning national security.

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 Ben Craddock, Assistant Scrutiny / Committee Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732736 or email ben.craddock@wyreforestdc.gov.uk

Wyre Forest District Council

Audit Committee

Tuesday, 16th March 2010

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Part 1

Open to the press and public

| Agenda item | Subject | Page Number |
|--------------------|---|--------------------|
| 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 Director of Legal & Corporate Services, together with the name of the Councillor for whom he/she is acting. | |
| 3. | Declarations of Interest 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 the 9th November 2009. | 6 |
| 5. | Annual Audit Inspection Letter 2008/2009 To receive the Annual Audit and Inspection Letter 2008/2009 from the Audit Commission. | 8 |
| 6. | Audit Opinion Plan 2009/2010 To receive the Audit Opinion Plan 2009/2010 <i>To follow</i> | - |
| 7. | Annual Report on Certification of Claims and Returns 2008/2009 To receive the Annual Report on Certification of Claims and Returns 2008/2009. <i>To follow</i> | - |

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| 8. | Corporate Governance Framework - Action Plan To consider a report from the Director of Resources on the Corporate Governance Framework Action Plan. | 27 |
| 9. | Annual Governance Statement - Action Plan To consider a report from the Director of Resources on the Annual Governance Statement Action Plan | 42 |
| 10. | Internal Audit - Annual Audit Plan 2010/2011 To consider a report from the Director of Resources which informs Members of the Internal Audit – Annual Audit Plan 2010/2011. | 49 |
| 11. | Closure of Accounts Timetable 2009/2010 To consider a report from the Director of Resources which informs Members of the Closure of Accounts Timetable 2009/2010. | 66 |
| 12. | External Funding Position Statement To consider a report from the Regeneration Officer which updates Members on the amount of external funding being attracted into the District; and the variety of projects for which said funding is contributing towards for the benefit of the District and its' residents. <i>To follow</i> | - |
| 13. | To consider any other business, details of which have been communicated to the Director of Legal and Corporate 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. | |
| 14. | Exclusion of the Press and 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 item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”. | |

Part 2

Not open to the Press and Public

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| 15. | Exempt Minutes To confirm as a correct record the Exempt Minutes of the meeting held on 9th November 2009. | 70 |
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| 16. | <p>Internal Audit Monitoring Report Quarter Ended 31st December 2009</p> <p>To consider a report from the Director of Resources which informs members of the Internal Audit Monitoring Report for the Quarter ended 31st December 2009.</p> | 72 |
| 17. | <p>To consider any other business, details of which have been communicated to the Director of Legal and Corporate 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.</p> | |