

# South Somerset District Council

Notice of Meeting



## Audit Committee

*Making a difference where it counts*

**Thursday 27th March 2008**

**10.00 a.m.**

**Main Committee Room  
Council Offices  
Brympton Way  
Yeovil  
Somerset**

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The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Andrew Blackburn** on Yeovil (01935) 462462  
email: [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk), website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Monday 17th March 2008

*Ian Clarke, Head of Legal & Democratic Services*



2007-2008  
*Neighbourhood and  
Community Champions:  
The Role of Elected Members*  
2006-2007  
*Improving Rural Services  
Empowering Communities*  
2005-2006  
*Getting Closer to Communities*

**If you need this information in large print,  
Braille, audio or another language,  
please contact 01935 462203**



INVESTOR IN PEOPLE

## **Audit Committee Membership**

<b>Chairman</b>	Derek Yeomans
<b>Vice-Chairman</b>	Ian Martin
Mike Best	John Richardson
Tim Inglefield	Peter Roake
Roy Mills	Alan Smith
Tom Parsley	Colin Winder

## **South Somerset District Council – Corporate Aims**

**Our key aims are:** (all equal)

- To deliver well managed cost effective services valued by our customers
- To increase economic vitality and prosperity
- To improve the health and well-being of our citizens
- To ensure safe, sustainable and cohesive communities
- To promote a balanced natural and built environment

## **Members’ Questions on Reports prior to the Meeting**

Members of the Committee are requested to contact report authors on points of clarification prior to the Committee meeting.

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# Information for the Public

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance, to the extent that it affects the authority's exposure to risk and weakens the control environment and to oversee the financial reporting process.

The Audit Committee should review the Code of Corporate Governance seeking assurance where appropriate from the Executive or referring matters to management on the scrutiny function.

The terms of reference of the Audit Committee are:

1. To approve the Strategic and Annual Internal Audit Plans;
2. To receive summaries of Internal Audit reports and seek assurance from management that action has been taken.
3. To consider the reports of external audit and inspection agencies and seek assurance from management that action has been taken.
4. To consider the effectiveness of SSDC's risk management arrangements, the control environment and associated anti-fraud and corruption arrangements and seek assurance from management that action is being taken.
5. To review the annual Statement of Internal Control and monitor associated action plans.
6. To review the SSDC's Code of Corporate Governance and ensure it is kept up to date and reflects best practice. This will include regular reviews of the Council's Constitution and an overview of the risk management.
7. To receive reports from management on the promotion of good corporate governance.
8. To review and approve the annual Statement of Accounts, external auditor's opinion and reports to members and monitor management action in response to issues raised.

Meetings of the Audit Committee are held monthly including at least one meeting with the Council's external auditor.

Agendas and minutes of this committee are published on the Council's website at [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

The Council's Constitution is also on the web site and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

# Audit Committee

Thursday 27th March 2008

## Agenda

### *Preliminary Items*

1. **To approve as a correct record the Minutes of the previous meeting held on 24th January 2008**
2. **Apologies for Absence**
3. **Declarations of Interest**

In accordance with the Council's Code of Conduct, which includes all the provisions of the statutory Model Code of Conduct, members are asked to declare any personal interests (and whether or not such an interest is "prejudicial") in any matter on the agenda for this meeting. A personal interest is defined in paragraph 8 of the Code and a prejudicial interest is defined in paragraph 10.

4. **Public Question Time**

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### *Items for Discussion*

5. **Internal Audit Quarter 3 Report 2007/2008**
6. **Internal Audit Charter**
7. **Progress on HR & Payroll Action Plans**
8. **2007/08 Statement of Internal Controls Action Plan**
9. **Date of Next Meeting**