

# South Somerset District Council

Notice of Meeting



## Audit Committee

*Making a difference where it counts*

**Thursday 25th September 2008**  
**10.00 a.m.**

**Committee Room 3/4**  
**Council Offices**  
**Brympton Way**  
**Yeovil**  
**Somerset**

The public and press are welcome to attend.

Disabled Access is available at this meeting venue.



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 Wednesday, 17th September 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

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Braille, audio or another language,  
please contact 01935 462203**



INVESTOR IN PEOPLE

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## Audit Committee Membership

**Chairman** Derek Yeomans  
**Vice-Chairman** Ian Martin

Mike Best John Richardson  
John Calvert 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 25th September 2008

## Agenda

### *Preliminary Items*

1. To approve as a correct record the Minutes of the previous meeting held on 28th August 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. | <b>Progress on HR &amp; Payroll Action Plans.....</b> | <b>2</b> |
| 6. | <b>Annual Governance Report .....</b>                 | <b>6</b> |
| 7. | <b>Date of Next Meeting .....</b>                     | <b>8</b> |