

Please reply to: Jo Doney
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To: Chairman & Members of the Audit Committee
(Cllrs Bramble, Bruce-Spencer, Cane, Hodgson and Pennington);

Our Ref: CS/JD

cc: Cllr Hicks (Lead Executive Member)
Remainder of the Council
Usual press and officer circulation

23 March 2012

Dear Councillor

A meeting of the **Audit Committee** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes on **Thursday 5 April 2012 at 10.30am** when your attendance is requested.

Yours sincerely

Jo Doney
Member Support Officer

<p>FOR ANY QUERIES ON THIS AGENDA PLEASE CONTACT JO DONEY MEMBER SUPPORT OFFICER ON DIRECT LINE 01803 861466</p>

A G E N D A

1. **Minutes** – to approve as a correct record and authorise the Chairman to sign the minutes of the Audit Committee held on 24 November (pages 1 to 4);
2. **Urgent Business** - brought forward at the discretion of the Chairman;
3. **Division of Agenda** - to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;
4. **Declarations of Interest** - Members are invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting;
5. **Joint Corporate Risk Policy and Strategic Risk Assessment** – to consider a report that informs Members of the work of the Senior Management Team in relation to raising the profile of the importance of effective risk management across both Councils.

*To note consideration may be given to exclude press and public in relation to **EXEMPT** Appendix B as defined in Paragraph 10 of Schedule 12A to Local Government Act 1972 (pages 5 to 29);

6. **Audit Committee Update** – to consider a report which informs Members of emerging national issues and the progress of the Audit Commission in delivering their responsibilities as the authority’s external auditors (page 30 to 46);
 7. **Audit Commission – Certificate of Claims and Returns** – to consider a report that summarises the findings from the certification of 2010/11 claims (pages 47 to 56);
 8. **Audit Commission – Audit Plan 2011/12** – to consider a report which sets out the work for the 2011/12 audit (pages 57 to 75);
 9. **Protecting the Public Purse Checklist 2012/13** – to consider a report that informs Members of the position of the Council against the checklist included in the Audit Commission publication ‘Protecting the Public Purse 2011 (Fighting Fraud against Local Government) (November 2011) (pages 76 to 87);
 10. **Internal Audit Strategy and Terms of Reference 2012/13** – to consider which enables the Audit Committee to review the Internal Audit Strategy 2012/13 (pages 88 to 100);
 11. **Internal Audit Plan 2012/13** - To consider a report that enables Members to review and comment on the internal audit plan for 2012/13 (pages 101 to 114);
 12. **Progress against the 2011/12 Internal Audit Plan with EXEMPT appendices** – to consider a report that informs Members of the principal activities and findings of the Council’s Internal Audit team for 2011/12 to 29 February 2012 (pages 115 to 126);
- N.B.** Legal and financial officers will not, as a general rule, be present throughout all meetings, but will be on standby if required. Members are requested to advise Member Support Services in advance of the meeting if they require any information of a legal or financial nature.

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MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

THIS AGENDA HAS BEEN PRINTED ON ENVIRONMENTALLY FRIENDLY PAPER

If you or someone you know would like this publication in a different format, such as large print or a language other than English, please call Darryl White on 01803 861247 or by email at: darryl.white@southhams.gov.uk

Members of the public may wish to note that the Council's meeting rooms are accessible by wheelchairs and have a loop induction hearing system

