

Please reply to: Jo Doney
Service: Corporate Services
Direct Telephone: 01803 861466
E-Mail: Jo.Doney@southhams.gov.uk

To: Chairman & Members of the Audit Committee
(Cllrs Bramble, Bruce-Spencer, Gorman, Jones and Pennington);

Our Ref: CS/JD

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

19 September 2012

Dear Councillor

A meeting of the **Audit Committee** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes on **Thursday 27 September 2012 at 2.00 p.m.** 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 17 July 2012 (pages 1 to 3);
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 disclosable pecuniary interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting;

5. **Strategic Risk Assessment – Six Monthly Update** – to consider a report that informs Members of the current situation with regard to corporate strategic risk assessment and a summary of the management/mitigation of the identified risks (with **EXEMPT** appendices) (pages 4 to 28);
6. **Audit Commission – Annual Governance Statement** – to follow
7. **Audited Annual Statement of Accounts 2011/12 – letter of representation** – to consider a report which presents a summary of net revenue and capital expenditure and seeks approval of the audited Statement of Accounts for 2011/12 (appendices to follow) (pages 29 to 33);
8. **Update of the Annual Governance Statement 2011/12** – to consider a report that provides public confirmation that the Council has a sound framework of governance and system of internal control; (pages 34 to 53);
9. **Fighting Fraud Locally and the National Fraud Initiative – checklists** – to consider a report which informs Members of the position of the Council against the Checklists included in the National Fraud Authority’s strategy ‘Fighting Fraud Locally’ and the Audit Commission’s publication ‘The National Fraud Initiative’ (pages 54 to 67);
10. **Progress against Internal Audit Plan 2012/2013** – to consider a report which informs Members of the principle activities and findings of the Council’s Internal Audit Team for 2012/13 to 31 August 2012 (with **EXEMPT** appendices) (pages 68 to 86).

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

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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

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