

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.

21December 2012

Dear Councillor

A meeting of the **Audit Committee** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes on **10 January 2013 at 2.00 p.m.** when your attendance is requested.

Yours sincerely

Jo Doney
Member Services Officer

**FOR ANY QUERIES ON THIS AGENDA PLEASE CONTACT JO DONEY
MEMBER SUPPORT OFFICER ON DIRECT LINE 01803 861466**

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 27 September 2012 (pages 1 to 6);
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. **Grant Thornton Certification Work Report 2011/12** – to consider a report that summarises the external audit assessment of the Council's management arrangements in respect of the certification process (pages 7 to 17);
6. **Annual Audit Fee 2012-13** – to consider a report which sets out the audit work that Grant Thornton proposed to undertake for the 2012/13 financial year and the associated fee (pages 18 to 20);
7. **Financial Procedure Rules 2012** – to consider a report which allows the Audit Committee to carry out an overview of the updated and aligned Financial Procedure Rules 2012 document (pages 21 to 118);
8. **Progress Against the 2012/13 Internal Audit Plan** - to consider a report which informs Members of the principle activities and findings of the Council's Internal Audit Team for 2012/13 to 30 November 2012 (with **EXEMPT** appendices) (pages 119 to 139).

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 Services in advance of the meeting if they require any information of a legal or financial nature.

* * * * *

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

* * * * *