

Please reply to: Jo Doney
Service: Corporate Services
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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.

3 April 2013

Dear Councillor

A meeting of the **Audit Committee** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes on **11 April 2013 at 10.00 a.m.** when your attendance is requested.

Yours sincerely

Jo Doney
Member Services 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 10 January 2013 (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 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 – 6 monthly update** – to consider a report that informs Members on the current situation with regard to corporate strategic risk assessment and which summarises the management/mitigation of identified risk – with an **EXEMPT Appendix** (pages 5 to 29);

6. **Internal Audit Terms of Reference and Strategy 2013/14** – to consider a report which enables the Audit Committee to review the Internal Audit Terms of Reference (Charter) and Strategy 2013/14, and which seeks approval of the documents as required by the CIPFA ‘Code of Practice for Internal Audit in Local Government’ (2006) (pages 30 to 51);
7. **Internal Audit Plan for 2013/14** – to consider a report that provides Members with the opportunity to review and comment upon the internal audit plan for 2013/14. (pages 52 to 66);
8. **Checklist from the Audit Commission Document – Protecting the Public Purse 2012 (Fighting Fraud against Local Government)** – to consider a report that informs Members of the position of the Council against the checklist included in the Audit Commission’s publication ‘Protecting the Public Purse 2012’ (Fighting Fraud against Local Government) (November 2012) (pages 67 to 81);
9. **Progress Against the 2012/13 Internal Audit Plan** – to consider a report which informs Members of the principal activities and findings of the Council’s Internal Audit team for 2012/13 to the 28 February 2013 (pages 82 to 124);
10. **Constitution Annual Review** - to consider a report which seeks to ensure that the Constitution is amended to reflect the changes that have either occurred in the Council over the previous year, or to implement any necessary changes to ensure that it is up to date, lawful and reflects the Council’s practices (pages 125 to 128);
11. **(Draft) External Audit 2012-13 Audit Plan** – to consider the draft external audit plan for 2012-13 in the context of the challenges and opportunities the Council is facing (pages 129 to 148).

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.

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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

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