

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 S Wright (Lead Executive Member)
Remainder of the Council;
Usual press and officer circulation.

5 June 2013

Dear Councillor

A meeting of the **Audit Committee** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes on **Thursday, 13 June 2013 at 2.00 p.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 11 April 2013 (pages 1 to 7);
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. **Review of the Effectiveness of the System of Internal Audit 2012/13** - to consider a report that provides Members with assurance that the system of Internal Audit is in place and effective (pages 8 to 16);

6. **Internal Audit – Annual Report and Opinion on the Adequacy of Internal Control 2012/13** - to consider a report that summarises and informs Members of the principle activities of the Internal Audit Section of Finance and Audit during 2012/13 (pages 17 to 45);
7. **Code of Corporate Governance – 2012/13 Compliance Review** – to consider a report that informs Members of the results of the 2012/13 compliance review of the 2011 Code of Corporate Governance (pages 46 to 84).

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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