

# Agenda



Listening Learning Leading

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## A MEETING OF THE

# Audit & Corporate Governance Committee

WILL BE HELD ON TUESDAY 20 MARCH 2012 AT 6.00PM

COUNCIL CHAMBER, COUNCIL OFFICES, CROWMARSH GIFFORD

Mr M Welply (Chairman)

Mr D Bretherton

Mrs C Collett

Ms K Crabbe

Mr P Cross

Mrs M Davies

Mr P Harrison

Mr C Quinton

### Substitutes:

*Mrs A Badcock*

*Mr R Bell*

*Mr B Cooper*

*Mr J Cotton*

*Mr L Docherty*

*Mr M Gray*

*Mr T Harbour*

*Mrs E Hards*

*Mr M Hiles*

*Mr T Joslin*

*Mrs A Midwinter*

*Ms A Purse*

*Mr R Simister*

*Mr D Turner*

**If you would like a copy of these papers in large print, Braille or audio cassette or have any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.**

**NOTE: a briefing on risk management will take place at 5.30pm in committee room 1**

## **1. Apologies**

## **2. Declarations of interest**

## **3. Minutes, 30 January 2012**

Minutes distributed separately.

## **4. Business continuity update**

The purpose of this report is to provide the committee with an update on the timescales for testing our business continuity plans as requested at the meeting of 30 January 2012 (**report attached**)

## **5. Internal audit activity report quarter 4, 2011/2012**

Purpose: to summarise the outcomes of recent internal audit activity for the committee to consider. The committee is asked to review the report and the main issues arising, and seek assurance that action has been or will be taken where necessary (**report and appendices attached**)

## **6. Internal audit management report quarter 4, 2011/2012**

Purpose: to report on management issues, summarise the progress of the internal audit team against the 2011/2012 audit plan up to 8 March 2012 and to summarise the priorities and planned audit work for the remainder of quarter 4, 2011/12 (**report and appendices attached**)

## **7. Internal audit annual plan 2012/2013**

Purpose: to explain the process for setting the internal audit plan and for calculating the resources available; to set out the proposed internal audit annual plan for 2012/2013 (**report and appendices attached**)

## **8. Audit opinion plan**

Purpose: to consider the Audit Commission's audit opinion plan that sets out the work for the 2011/12 audit using the Audit Commission's risk-based approach to audit planning (**report attached**)

MARGARET REED

Head of Legal and Democratic Services