

<u>Committee Date/Agenda Item</u>	<u>Notes</u>
<u>31 January 2012</u>	
Annual Audit Letter	<p>The Committee received and considered the content of the Audit Commission's Annual Audit Letter. This outlined the findings of the audit of the Council's financial statements and an assessment of the Council's arrangements to achieve value for money in the use of resources. It also identified current and future challenges, and future audit arrangements.</p>
Opinion Plan	<p>The Committee noted the content of the Audit Commission's Audit Plan which identified the work that is planned by the External Auditor to give an opinion on the Council's Financial Statements for the financial year 2011/12.</p>
Audit Committee Update	<p>The Committee considered a report on the progress of the Audit Commission in delivering their responsibilities as external auditors. The report included an update on the externalisation of the Audit Practice and also highlighted key emerging national issues and developments</p>
2011-12 Closure of Accounts – Progress Report	<p>The Committee noted the progress on the preparations for producing the Statement of Accounts for 2011-12.</p>
Annual Governance Statement 2011/12 AGS Action Plan	<p>The Committee noted the progress against the 2010/11 AGS Action Plan and endorsed the process for the production of the 2011/12 Annual Governance Statement.</p>
Freedom of Information and Data Protection	<p>The Committee considered a report which detailed how the Council fulfils its obligations under the Data Protection Act 1998, Freedom of Information Act (2000) and the Environmental Information Regulations (2004) and the processes that the Council has in place to comply with these legislative requirements were noted.</p>
Compliance with International Auditing Standards	<p>The Committee noted the report detailing the basis for the written response to the Audit Commission regarding management arrangements for identifying and reporting risk of fraud and complying with relevant laws and regulations</p>

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Internal Audit Update	The Committee considered a report on progress against the Internal Audit Plan 2011/12 and resolved that the report be noted and the approach identified to achieve adequate audit coverage in the remainder of 2011/12 be endorsed.
Risk Management Update	The Committee considered a report summarising the Key Corporate Risks and risk management work undertaken since the previous report and resolved that in future the Risk Assessment paragraph in all Committee reports should include the risk matrix score.
Work Plan	The Committee noted the Work Plan and resolved that a report on the budget expenditure for the waste site at Lyme Green be added to the Work Plan for the next meeting.
<u>27 March 2012</u> Grants Report to those charged with Governance Internal Audit Plan for 2012/13 Audit Committee Self Assessment Risk Management Update Business Continuity Update	External Auditors are required to report annually on the issues, amendments and qualifications arising from certification work of grant claims and returns. This report is important because it gives feedback on how effectively the Authority is managing the grants and subsidies it receives and administers. The Head of Internal Audit must prepare a risk-based audit plan designed to implement the audit strategy that is fixed for a period of no longer than one year. The Committee is responsible for approving (but not directing) the plan. The Committee will be asked to agree the self-assessment – using the CIPFA document “measuring the effectiveness of the Audit Committee”. The Risk Management function will report on whether best practice is being followed in the management of risk and how new risks are identified and existing risks are changing. The Committee will be made aware of how the authority manages its own contingency and business recovery plans.

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Whistleblowing	The Whistleblowing Policy includes a series of measures designed to encourage staff to raise concerns and the steps to be taken to investigate such concerns. Periodically Management should assure the Committee that the policy is operating effectively.
Work Plan	A forward looking programme of meetings and agenda items to ensure comprehensive coverage of the Committee's responsibilities.