

AUDIT COMMITTEE

MONDAY 8 FEBRUARY 2010
7.00 PM

Bourges/Viersen Room - Town Hall

THERE WILL BE A TRAINING SESSION FOR ALL AUDIT COMMITTEE MEMBERS PRIOR TO THE FORMAL MEETING. THIS WILL COMMENCE AT 18.30 AND WILL COVER INVESTIGATING FRAUD.

THE CHAIRMAN WILL ASSUME THAT MEMBERS HAVE READ THEIR PAPERS PRIOR TO THE MEETING TO AVOID UNNECESSARY INTRODUCTIONS TO REPORTS. IF ANY QUESTIONS ARE APPARENT FROM THE REPORTS THEY SHOULD BE PASSED TO THE REPORT AUTHOR PRIOR TO THE MEETING

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest and Whipping Declarations

At this point Members must declare whether they have an interest, whether personal or prejudicial, in any of the items on the agenda. Members must also declare if they are subject to their party group whip in relation to any items under consideration.

3. Minutes of the Meeting held on 2 November 2009 **1 - 8**

4. External Audit - Annual Audit and Inspection Letter 2008 / 2009 **9 - 34**

To receive the Annual Inspection Letter for 2008 / 2009 from the Audit Commission. (Note, this was also referred to Cabinet on 8 February 2010).

5. External Audit - Audit and Inspection Plan 2009 / 2010 **35 - 54**

To receive and approve the Annual Audit Plan for 2009 / 2010.

6. Audit Committee - Members Handbook **55 - 126**

To receive and approve the revised members handbook for the Audit Committee.

7. Internal Audit - Charter **127 - 148**

To receive and approve the revised Internal Audit Charter.

8. Internal Audit - Quarterly Report 2009 / 2010 (To 31 December 2009) **149 - 174**

To receive an overview of the work undertaken by Internal Audit up to 31 December 2009.

9. Feedback and Update Report

175 - 180

To receive standard feedback report on issues and actions requests made at past meetings of the Committee.

10. Audit Committee Work Programme 2009 / 2010 (Including Training Needs)

181 - 184

To agree the current work programme and propose any future training needs.



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Gemma George on 01733 452268 as soon as possible.

Emergency Evacuation Procedure – Outside Normal Office Hours

In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.

Committee Members:

Councillors M Dalton (Chairman), North (Vice Chairman), Gilbert, Kreling, Rush, Hussain and Goldspink

Substitutes: Councillors Collins, Khan and Murphy

Further information about this meeting can be obtained from Gemma George on telephone 01733 452268 or by email – gemma.george@peterborough.gov.uk