Date of meeting Monday, 30th January, 2012

Time 7.00 pm

Venue Committee Room 1. Civic Offices, Merrial Street,

Newcastle-under-Lyme, Staffs ST5 2AG

**Contact** Peter Whalan

# Audit and Risk Committee AGENDA

### **PART 1- OPEN AGENDA**

1 Apologies for Absence

#### 2 DECLARATIONS OF INTEREST

To receive Declarations of Interest from Members on items included in the agenda

3 MINUTES OF PREVIOUS MEETINGS (Pages 1 - 6)

To consider the minutes of the previous meeting held on 14 November 2011.

Corporate Risk Management Report for Period October to December 2011	(Pages 7 - 14)
Community Centre Management Committees - Clarification of Responsibilities	(Pages 15 - 16)
Annual Audit Letter	(Pages 17 - 34)
Certification of Claims and Returns - Annual Report	(Pages 35 - 44)
Information Security DVD - "The Domino Effect"	
Quarterly Report Adoption of Internal Audit Fundamental Recommendations	(Pages 45 - 50)
Internal Audit Progress Report Quarter 3 2011/12	(Pages 51 - 60)
Internal Audit Plan 2012/13	(Pages 61 - 78)
Review of Internal Audit Strategy and the Internal Audit Section Terms of Reference 2012-2015	(Pages 79 - 94)
	December 2011  Community Centre Management Committees - Clarification of Responsibilities  Annual Audit Letter  Certification of Claims and Returns - Annual Report Information Security DVD - "The Domino Effect"  Quarterly Report Adoption of Internal Audit Fundamental Recommendations Internal Audit Progress Report Quarter 3 2011/12 Internal Audit Plan 2012/13  Review of Internal Audit Strategy and the Internal Audit Section

#### 13 URGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972

Members: Councillors D Richards (Chairman), S Blair (Vice-Chair), Boden, Loades,

## Waring and Snell

'Members of the Council: If you identify any personal training / development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting'

Officers will be in attendance prior to the meeting for informal discussions on agenda items.