

Please ask for: Mrs. C. Bowker

Your Ref:

Extension No: 4589

My Ref:

E-Mail: CatherineBowker@cannockchasedc.gov.uk

16 November, 2011

Dear Councillor,

**AUDIT AND GOVERNANCE COMMITTEE
4.00 P.M., THURSDAY, 24 NOVEMBER, 2011
DATTELN ROOM, CIVIC CENTRE, CANNOCK**

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,



**S.G. Brown
Chief Executive**

To: Councillors

Burnett, J. (Chairman)
Ball, G. D. (Vice-Chairman)

Brown, G. C.
Burnett, G.
Cartwright, Mrs. S. M.

Fisher, P. A.
Molineux, G. N.

A G E N D A

PART 1

- 1. Apologies**
- 2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

To declare any personal or prejudicial interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

Under the Code of Conduct, if you declare a personal interest, you may remain in the meeting, take part in the debate and vote. If you declare a personal and prejudicial interest, you must withdraw from the meeting and not take any part in the debate.

- 3. Minutes**

To approve the Minutes of the meeting held on 27 September, 2011 (Enclosed).

- 4. Internal Audit Quarter 2 Report of 2011-12**

Report of the Chief Internal Auditor (Enclosure 4.1 – 4.2 plus attachment).

- 5. Strategic Risk Register**

Report of the Chief Executive (Enclosure 5.1 – 5.3 plus attachments).

- 6. Annual Governance Statement Progress Report**

Report of the Head of Governance (Enclosure 6.1 – 6.3 plus attachment)

- 7. Annual Audit Letter 2010/11**

To receive the Annual Audit letter (Enclosed)

- 8. Audit Commission Progress Report**

To consider the External Audit Statement of Audit Progress (Enclosed)