



Notice of meeting of a public meeting of

Audit & Governance Committee

To:	Councillors Potter (Chair), Brooks (Vice-Chair), Ayre, Barnes, Burton, Watson, Wiseman and Whiteley (Co-opted Non-Statutory Member)
Date:	Wednesday, 6 November 2013
Time:	5.30 pm
Venue:	The Thornton Room - Ground Floor, West Offices (G039)

AGENDA

1. **Declarations of Interest**

At this point, Members are asked to declare:

- Any personal interests not included on the Register of Interests
- Any prejudicial interests or
- Any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. **Minutes** (Pages 3 - 8)

To approve and sign the minutes of the meeting of the Audit and Governance Committee held on 26 September 2013.

3. **Public Participation**

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **5:00 pm on Tuesday 5 November 2013**.

4. Forward Plan (Pages 9 - 16)

This paper presents the future plan of reports expected to be presented to the Committee during the forthcoming year to September 2014.

5. Protocol for Webcasting, Filming and Recording of Council Meetings (Pages 17 - 22)

This report presents a draft protocol for Webcasting, Filming and Recording of Council Meetings. The draft protocol incorporates suggestions put forward at the Audit and Governance Committee meeting held on 26 September 2013.

6. Mazars Draft Annual Audit Letter (Pages 23 - 34)

This report presents the Annual Audit Letter which summarises the 2012/13 audit of the Council.

7. Treasury Management mid year Review and Prudential Indicators 2013/14 (Pages 35 - 56)

This paper presents the Treasury Management Mid Year Review and Prudential Indicators 2013/14 report. This information provides an update of treasury management activity for the first six months of 2013/14.

8. Corporate Risk Monitor 2 (including directorate risks) (Pages 57 - 72)

This paper presents to the Audit and Governance Committee an update on the key corporate risks and highlights in more detail any emerging risk issues with a view to Members considering any further information they would wish to receive on these matters.

9. Internal Audit Follow Up Report (Pages 73 - 78)

This is the regular six monthly report to the Committee which sets out progress made by council departments in implementing actions agreed as part of internal audit work.

10. Audit and Counter Fraud Monitoring Report (Pages 79 - 102)

This report provides an update on progress made in delivering the internal audit workplan for 2013/14 and on current counter fraud activity.

11. Internal Audit Charter (Pages 103 - 120)

The Committee is asked to consider a proposed internal audit charter and approve its adoption.

12. Audit and Governance Committee Effectiveness - Action Plan Update (Pages 121 - 134)

This report provides details of the progress made to address the items included in the effectiveness action plan.

13. Review of the Petitions Scheme (Pages 135 - 144)

This report seeks Members' support for changes to the Petitions Scheme which has been in operation for the last three years.

14. Urgent Business

Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

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For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.