

**Notice of meeting of**

**Audit & Governance Committee**

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| <b>To:</b>    | Councillors Jeffries (Chair), Barnes, Brooks (Vice-Chair), Burton, Cuthbertson, Watson and Steward |
| <b>Date:</b>  | Tuesday, 28 June 2011  |
| <b>Time:</b>  | 5.00 pm  |
| <b>Venue:</b> | The Guildhall, York  |

**AGENDA**

**Note:**

**As agreed at previous meetings, the Chief Internal Auditor and District Auditor (Audit Commission) will be present in the meeting room from 4.30 pm to provide a private briefing for Members, if required.**

**1. Declarations of Interest**

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

**2. Minutes (Pages 3 - 10)**

To approve and sign the minutes of the meeting of the Audit & Governance Committee held on 19<sup>th</sup> April 2011.

**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 Monday 27 June 2011.**

**4. Forward Plan.** (Pages 11 - 14)

This paper presents the future plan of reports expected to be presented to the Committee during the forthcoming year to April 2012.

**5. Review of the Effectiveness of Internal Audit.** (Pages 15 - 30)

This report advises members of the process and the outcomes of the 2010/11 review of the effectiveness of the council's system of Internal Audit, as part of the review of the overall system of internal control required for the 2010/11 draft Annual Governance Statement (AGS).

**6. Annual Report of the Head of Internal Audit.** (Pages 31 - 50)

This report summarises the outcome of audit and fraud work undertaken in 2010/11 and provides an opinion on the overall adequacy and effectiveness of the council's internal control arrangements.

**7. Alterations to the Substitutes arrangements for Committee meetings.** (Pages 51 - 54)

This report asks Members for their views on constitutional changes in relation to the use of substitutes for Committee meetings.

**8. Media Protocol** (Pages 55 - 70)

This report proposes a change to the existing Media Protocol to ensure that communication of Council policies and activities is open and transparent and that there is clear accountability for all Council decision making. The report has been considered at Cabinet on 21 June 2011 and will be recommended to Council on 30 June for agreement.

**9. Urgent Business**

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

Democracy Officer:

Name: Laura Bootland

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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.