



CHELtenham

BOROUGH COUNCIL

Notice of a meeting of Audit Committee

Wednesday, 12 January 2011

6.00 pm

Municipal Offices, Promenade, Cheltenham, GL50 9SA

Membership	
Councillors:	Bernard Fisher, Rowena Hay, Robin MacDonald, Paul Massey (Vice-Chair), Andrew Wall (Chairman) and Paul Wheeldon

The Council has a substitution process and any substitutions will be announced at the meeting

Agenda

1.	DECLARATIONS OF INTEREST	(Pages 1 - 2)
2.	APOLOGIES	
3.	MINUTES Approval of the minutes of the last meeting (29 September 2010)	(Pages 3 - 10)
4.	PUBLIC QUESTIONS If any	
5.	PROJECT AND PROGRAMME MANAGEMENT GUIDANCE NOTE Discussion paper by the Programme Manager	(Pages 11 - 20)
6.	ANNUAL AUDIT LETTER 2009/10 Report by KPMG	(Pages 21 - 28)
7.	GRANTS CERTIFICATION SUMMARY REPORT 2009/10 Report by KPMG	(Pages 29 - 34)
8.	FINANCIAL STATEMENTS AUDIT PLAN 2010/11 Report by KPMG	(Pages 35 - 54)
9.	PUBLIC INTEREST REPORT ACTION PLAN MONITORING REPORT Report by the Borough Solicitor and Monitoring Officer	(Pages 55 - 92)

10.	INTERNAL AUDIT PARTNERSHIP QUARTERLY PERFORMANCE Report by the Audit Partnership Manager	(Pages 93 - 106)
11.	DRAFT BUDGET 2011/12 - GOVERNANCE ISSUES Report by the Assistant Chief Executive (Please refer to the interim budget papers)	(Pages 107 - 108)
12.	WORK PROGRAMME	(Pages 109 - 110)
13.	ANY OTHER ITEM THE CHAIRMAN DETERMINES TO BE URGENT AND REQUIRES A DECISION	
14.	DATE OF NEXT MEETING 23 March 2011	
	Briefing Notes (for information only) <ul style="list-style-type: none"> • Corporate Governance Group Update 	

Contact Officer: Saira Malin, Democracy Officer, 01242 775153
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Public Information

Emergency Evacuation Procedure at the Municipal Offices

- (i) In the event of a fire you will hear a continuous alarm.
In the event of a bomb alert the alarm will sound in repeated short bursts.
- (ii) Members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble on the Promenade footway by the War Memorial.

Attendance at Meetings - Local Government (Access to Information) Act 1985

Meetings are open to the public and a limited amount of public seating is available. Copies of the agenda will also be available. You may be asked to leave the meeting if any "exempt" (confidential) business is considered. This will normally be shown on the agenda

Inspection of Papers - Local Government (Access to Information) Act 1985

We can also arrange for copies of individual decision records, reports or minutes to be supplied. If you wish to inspect minutes or reports (other than those which are exempt) relating to any item on this agenda, please contact Democratic Services. The background papers listed in a report may also be inspected. Please notify Democratic Services who will arrange with the report author for papers to be made available to you at a mutually convenient time.

All meeting information is published on the Council's Internet website at:
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