



Notice of a meeting of Audit Committee

**Wednesday, 20 March 2013
6.00 pm
Pittville Room, Municipal Offices**

Membership	
Councillors:	Paul Massey (Chair), Andrew Wall (Vice-Chair), Colin Hay, Rowena Hay, David Prince, Tim Harman and Pat Thornton

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

Agenda

1.		APOLOGIES	
2.		DECLARATIONS OF INTEREST	
3.		MINUTES OF THE LAST MEETING 09 January 2013	(Pages 1 - 6)
4.		PUBLIC QUESTIONS These must be received no later than 12 noon on the fourth working day before the date of the meeting	
		ITEMS REQUIRING A DECISION	
5.		ANNUAL INTERNAL AUDIT PLAN 2013-14 Head of Audit Cotswolds	(Pages 7 - 18)
6.		INTERNAL AUDIT MONITORING REPORT Head of Audit Cotswolds	(Pages 19 - 24)
7.		ANNUAL RISK MANAGEMENT REPORT Corporate governance, risk and compliance officer	(Pages 25 - 56)
8.		ANNUAL GOVERNANCE STATEMENT 2011/12 - SIGNIFICANT ISSUES ACTION PLAN Corporate governance, risk and compliance officer	(Pages 57 - 66)
9.		REGULATION OF INVESTIGATORY POWERS (RIPA) REVISED POLICY GUIDELINES Corporate governance, risk and compliance officer	(Pages 67 - 108)

		ITEMS FOR DISCUSSION	
10.		CERTIFICATION OF GRANTS AND RETURNS 2011-12 KPMG (Grant Thornton will answer any questions on this item)	(Pages 109 - 114)
11.		KPMG ANNUAL AUDIT LETTER 2011-12 KPMG (Mark Sheldon will answer any questions on this item)	(Pages 115 - 122)
12.		AUDIT PLAN Grant Thornton	(Pages 123 - 144)
13.		AUDIT UPDATE REPORT Grant Thornton	(Pages 145 - 158)
14.		WORK PROGRAMME	(Pages 159 - 162)
15.		ANY OTHER ITEM THE CHAIRMAN DETERMINES TO BE URGENT AND REQUIRES A DECISION	
16.		DATE OF NEXT MEETING 19 June 2013	
17.		LOCAL GOVERNMENT ACT 1972 -EXEMPT INFORMATION The Council is recommended to approve the following resolution:- "That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraph 3, Part (1) Schedule (12A) Local Government Act 1972, namely: Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)	
18.		EXEMPT REPORT Audit Cotswolds	(Pages 163 - 194)

Contact Officer: Saira Malin, Democracy Officer, 01242 775153
Email: democratic.services@cheltenham.gov.uk