



CHELTENHAM

BOROUGH COUNCIL

Notice of a meeting of Audit Committee

Wednesday, 19 June 2013
6.00 pm
Pittville Room, Municipal Offices

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

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

Agenda

1.	APOLOGIES	
2.	DECLARATIONS OF INTEREST	
3.	ELECT A VICE-CHAIR OF THE COMMITTEE To elect a new vice-chair as Councillor Wall has stepped down from the Committee.	
4.	MINUTES OF THE LAST MEETING 20 March 2013	(Pages 1 - 8)
5.	PUBLIC QUESTIONS These must be received no later than 10am on the fifth working day before the date of the meeting.	
6.	AUDIT UPDATE REPORT Grant Thornton - for information	(Pages 9 - 16)
7.	AUDIT FEE LETTER 2013-14 Grant Thornton – for information	(Pages 17 - 20)
8.	AUDITING STANDARDS - COMMUNICATION WITH THE AUDITING COMMITTEE Grant Thornton – for decision	(Pages 21 - 38)
9.	INTERNAL AUDIT MONITORING REPORT Head of Audit Cotswolds – for information.	(Pages 39 - 50)
10.	INTERNAL AUDIT OPINION 2012-13 Head of Audit Cotswolds – for decision.	(Pages 51 - 64)

11.		ANNUAL COUNTER FRAUD REPORT Head of Audit Cotswolds – for decision.	(Pages 65 - 74)
12.		EFFECTIVENESS REVIEW - INTERNAL AUDITING STANDARDS Head of Audit Cotswolds – for decision	(Pages 75 - 90)
13.		WORK PROGRAMME	(Pages 91 - 94)
14.		ANNUAL GOVERNANCE STATEMENT Corporate governance, risk and compliance officer – for decision	(Pages 95 - 114)
15.		APPROVAL OF THE CODE OF CORPORATE GOVERNANCE Corporate governance, risk and compliance officer – for decision	(Pages 115 - 132)
16.		ANY OTHER ITEM THE CHAIRMAN DETERMINES TO BE URGENT AND REQUIRES A DECISION	
17.		DATE OF NEXT MEETING 25 September 2013	
18.		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)	
19.		EXEMPT MINUTES 20 March 2013	(Pages 133 - 134)

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