



# CHELTENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Audit Committee

**Wednesday, 15 January 2014**  
**6.00 pm**  
**Pittville Room, Municipal Offices**

<b>Membership</b>	
<b>Councillors:</b>	Paul Massey (Chair), Andrew Chard (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

<b>1.</b>	<b>APOLOGIES</b>	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>3.</b>	<b>MINUTES OF THE LAST MEETING</b> To approve minutes of the last meeting held on 25 September 2013	(Pages 1 - 8)
<b>4.</b>	<b>PUBLIC QUESTIONS</b> These must be received no later than 12 noon on the fourth working day before the date of the meeting	
	<b>ITEMS FOR DISCUSSION</b>	
<b>5.</b>	<b>AUDIT UPDATE REPORT</b> Report of Grant Thornton	(Pages 9 - 24)
<b>6.</b>	<b>ANNUAL AUDIT LETTER 2012-13</b> Report of Grant Thornton	(Pages 25 - 38)
<b>7.</b>	<b>CERTIFICATION OF GRANTS AND RETURNS (FOR PREVIOUS YEAR)</b> Report of Grant Thornton	(Pages 39 - 50)
<b>8.</b>	<b>INTERNAL AUDIT MONITORING REPORT (INC PSN UPDATE)</b> Report of Rob Milford	(Pages 51 - 64)
<b>9.</b>	<b>REVIEW OF RISK MANAGEMENT</b> Report of Bryan Parsons on the arrangements for a review	(Pages 65 - 72)

		of risk management procedures	
		<b>ITEMS REQUIRING A DECISION</b>	
10.		<b>ANNUAL GOVERNANCE STATEMENT</b> Report of Bryan Parsons - An update on significant issues action plan	(Pages 73 - 84)
11.		<b>AUDIT COMMISSION REPORT - AUDITING THE ACCOUNTS 2012/13</b> Report of Bryan Parsons	(Pages 85 - 134)
12.		<b>WORK PROGRAMME</b>	(Pages 135 - 138)
13.		<b>LOCAL GOVERNMENT ACT 1972 -EXEMPT BUSINESS</b> <b>The Audit Committee is recommended to approve the following resolution :-</b>  “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)	
14.		<b>EXEMPT MINUTES OF THE LAST MEETING</b> To approve the exempt minutes of the last meeting held on 25 September 2013	(Pages 139 - 142)
15.		<b>ANY OTHER ITEM THE CHAIRMAN DETERMINES TO BE URGENT AND REQUIRES A DECISION</b>	
16.		<b>DATE OF NEXT MEETING</b> Date of next meeting: 26 March 2014	
		<b>BRIEFING NOTES (not for discussion)</b>	
17.		<b>DCLG CONSULTATION</b>	(Pages 143 - 148)
18.		<b>SHARED SERVICE GOVERNANCE ARRANGEMENTS</b>	(Pages 149 -

			160)
<b>19.</b>		<b>LGA BRIEFING</b> Local Government Association briefing for the House of Commons Committee Stage of the Local Audit and Accountability Bill: the appointment of auditors November 2013	(Pages 161 - 162)

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