



# CHEL TENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Audit Committee

**Wednesday, 26 March 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 the minutes of the last meeting held on 15 January 2014.	(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 REQUIRING A DECISION</b>	
<b>5.</b>	<b>INTERNAL AUDIT MONITORING REPORT (INCLUDING PSN UPDATE)</b> Report of Head of Audit Cotswold, Rob Milford	(Pages 9 - 46)
<b>6.</b>	<b>ICT BUSINESS CONTINUITY ASSURANCE REPORT</b> Report of Customer Services Group Manager, Forest of Dean, Andy Barge,	(Pages 47 - 52)
<b>7.</b>	<b>ANNUAL INTERNAL AUDIT PLAN 2014-15</b> Report of the Head of Audit Cotswolds, Rob Milford	(Pages 53 - 58)
<b>8.</b>	<b>ANNUAL RISK MANAGEMENT REPORT</b> Report of Director of Resources, Mark Sheldon	(Pages 59 - 86)
<b>9.</b>	<b>ANNUAL REVIEW OF RISK MANAGEMENT POLICY</b> Report of Corporate Governance, Risk and Compliance	(Pages 87 -

		Officer, Bryan Parsons	116)
<b>10.</b>		<b>APPROVAL OF THE CODE OF CORPORATE GOVERNANCE</b> Report of Corporate Governance, Risk and Compliance Officer, Bryan Parsons	(Pages 117 - 136)
		<b>ITEMS FOR DISCUSSION</b>	
<b>11.</b>		<b>AUDIT UPDATE REPORT - YEAR ENDING 31 MARCH 2014</b> Report of Grant Thornton	(Pages 137 - 150)
<b>12.</b>		<b>AUDIT PLAN FOR THE YEAR ENDING 2014</b> Report of Grant Thornton	(Pages 151 - 168)
<b>13.</b>		<b>WORK PROGRAMME</b>	(Pages 169 - 172)
<b>14.</b>		<b>ANY OTHER ITEM THE CHAIRMAN DETERMINES TO BE URGENT AND REQUIRES A DECISION</b>	
<b>15.</b>		<b>DATE OF NEXT MEETING</b> Date of next meeting: 18 June 2014	

**Contact Officer:** Rosalind Reeves, Democratic Services Manager, 01242 775153  
**Email:** [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)