



# CHEL TENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Audit Committee

**Wednesday, 25 March 2015**  
**6.00 pm**  
**Pittville Room, Municipal Offices**

<b>Membership</b>	
<b>Councillors:</b>	Colin Hay (Chair), Chris Nelson (Vice-Chair), Matt Babbage, Flo Clucas, Dan Murch, David Prince 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> 14 and 29 January 2015	(Pages 3 - 18)
<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>5.</b>	<b>AUDIT COMMITTEE UPDATE</b> Grant Thornton	(Pages 19 - 32)
<b>6.</b>	<b>THE AUDIT PLAN 2014-15</b> Grant Thornton	(Pages 33 - 48)
<b>7.</b>	<b>AUDITING STANDARDS - COMMUNICATING WITH THE AUDIT COMMITTEE</b> Includes two standard letters sent by the external auditors on auditing standards that require a response from the Council. The first is to the Audit Committee Chairman on behalf of Those Charged with Governance and the second is to the Director of Resources on behalf of management. <b>The letters contain the draft responses from the Council for approval, should you have any questions or require clarification on our responses please contact the Director Resources prior to the meeting to enable a more complete reply.</b>	(Pages 49 - 54)

8.	<b>ANNUAL INTERNAL AUDIT PLAN 2015/16</b> Head of audit Cotswolds (see recommendation)	(Pages 55 - 62)
9.	<b>INTERNAL AUDIT MONITORING REPORT</b> Head of Audit Cotswolds (see recommendation)	(Pages 63 - 70)
10.	<b>ANNUAL RISK MANAGEMENT REPORT AND POLICY REVIEW</b> Director Resources (see recommendations)	(Pages 71 - 106)
11.	<b>REVISED CODE OF CORPORATE GOVERNANCE</b> Director Resources (see recommendations)	(Pages 107 - 126)
12.	<b>REVISED REGULATION OF INVESTIGATORY POWERS ACT (RIPA) PROCEDURAL GUIDE</b> Director Resources (see recommendations)	(Pages 127 - 176)
13.	<b>WORK PROGRAMME</b>	(Pages 177 - 180)
14.	<b>ANY OTHER ITEM THE CHAIRMAN DETERMINES TO BE URGENT AND REQUIRES A DECISION</b>	
15.	<b>DATE OF NEXT MEETING</b> 17 June 2015	
	briefing notes (for information only) <ul style="list-style-type: none"> <li>• Policy review timetable</li> <li>• Effectiveness checklist</li> </ul>	

**Contact Officer:** Saira Malin, Democracy Officer, 01242 775153  
**Email:** [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)