



# CHEL TENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Audit Committee

**Wednesday, 17 June 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> 25 March 2015	(Pages 3 - 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>5.</b>	<b>SECTION 151 OFFICER INTERIM ARRANGEMENTS</b> Andrew North, Chief Executive – see recommendation(s)	(Pages 9 - 14)
<b>6.</b>	<b>SECTION 11 SAFEGUARDING RESPONSIBILITIES</b> Tracy Brown, Partnership Team Leader – see recommendation(s)	(Pages 15 - 28)
<b>7.</b>	<b>ICT DISASTER RECOVERY PREPARATION AND TESTING</b> Mark Sheldon, Director Resources – see recommendation(s)	(Pages 29 - 34)
<b>8.</b>	<b>ANNUAL AUDIT FEE LETTER 2015-16</b> Grant Thornton	(Pages 35 - 38)
<b>9.</b>	<b>AUDIT COMMITTEE UPDATE</b> Grant Thornton	(Pages 39 - 56)
<b>10.</b>	<b>ANNUAL GOVERNANCE STATEMENT</b> Bryan Parsons, Governance, Risk and Compliance Officer	(Pages 57 - 82)

		- see recommendation(s)	
11.		<b>INTERNAL AUDIT ANNUAL OPINION</b> Rob Milford, Head of Audit Cotswolds – see recommendation(s)	(Pages 83 - 96)
12.		<b>COUNTER FRAUD REPORT 2014-15</b> Rob Milford, Head of Audit Cotswolds – see recommendation(s)	(Pages 97 - 106)
13.		<b>WORK PROGRAMME</b>	(Pages 107 - 110)
14.		<b>ANY OTHER ITEM THE CHAIRMAN DETERMINES TO BE URGENT AND REQUIRES A DECISION</b>	
15.		<b>DATE OF NEXT MEETING</b> 23 September 2015	

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