



# CHELTENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Audit Committee

**Wednesday, 23 September 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> 17 June 2015	(Pages 3 - 10)
<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>THE CHELTENHAM TRUST - 12 MONTH REVIEW OF GOVERNANCE ARRANGEMENTS</b> Gill Morris, Client Officer – see recommendation	(Pages 11 - 18)
<b>6.</b>	<b>ANNUAL GOVERNANCE STATEMENT - PROGRESS REPORT ON SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS (MAINTAINING A TRAINING AND HANDBOOK REGISTER)</b> Tracy Brown, Partnerships Team Leader – see recommendation	(Pages 19 - 22)
<b>7.</b>	<b>INTERNAL AUDIT MONITORING REPORT</b> Rob Milford, Audit Partnership Manager – see recommendation	(Pages 23 - 32)
<b>8.</b>	<b>AUDIT HIGHLIGHTS MEMORANDUM ISA 260 (2014-15) AND FINANCIAL RESILIENCE (2015-16)</b> Grant Thornton (to note)	(Pages 33 - 68)
<b>9.</b>	<b>STATEMENT OF ACCOUNTS 2014-15</b>	(Pages

		Sarah Didcote, Deputy Section 151 Officer - see recommendation	69 - 76)
<b>10.</b>		<b>WORK PROGRAMME</b>	(Pages 77 - 80)
<b>11.</b>		<b>ANY OTHER ITEM THE CHAIRMAN DETERMINES TO BE URGENT AND REQUIRES A DECISION</b>	
<b>12.</b>		<p><b>LOCAL GOVERNMENT ACT 1972 -EXEMPT INFORMATION</b>  <b>The Council is recommended to approve the following resolution:-</b></p> <p>“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 ?, Part (1) Schedule (12A) Local Government Act 1972, namely:</p> <p>Paragraph 5; Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings</p>	
<b>13.</b>		<p><b>ANNUAL GOVERNANCE STATEMENT SIGNIFICANT ISSUE ACTION PLAN - PROGRESS REPORT ON CAR PARKING (MANAGEMENT OF THE CAR PARKING SERVICES IMPACTING ON INCOME AND OPERATIONAL EFFECTIVENESS)</b>  Update by Mike Redman, Director of Environmental and Regulatory Services</p>	(Pages 81 - 116)
<b>14.</b>		<b>DATE OF NEXT MEETING</b> 13 January 2016	
		briefing notes (for information only)	
		<ul style="list-style-type: none"> <li>• Matters arising from last meeting</li> </ul>	

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