



CHELTENHAM BOROUGH COUNCIL

Notice of a meeting of Audit Committee

**Wednesday, 18 September 2019
6.00 pm**

Membership	
Councillors:	Steve Harvey (Chair), David Willingham (Vice-Chair), Victoria Atherstone, Matt Babbage, Jonny Brownsteen, Jo Stafford and Tony Oliver

The Council has a substitution process and any substitutions will be announced at the meeting

Agenda

1.	APOLOGIES Paul Jones (Executive Director Finance and Assets)	
2.	DECLARATIONS OF INTEREST	
3.	MINUTES OF THE LAST MEETING 24 July 2019	(Pages 3 - 8)
4.	PUBLIC QUESTIONS These must be received no later than 12 noon on the fourth working day before the date of the meeting	
5.	INTERNAL AUDIT MONITORING REPORT Lucy Cater, Assistant Director (SWAP Internal Audit Services)	(Pages 9 - 36)
6.	COUNTER FRAUD UPDATE AND FUTURE WORK PROVISION Emma Cathcart, Counter Fraud Manager	(Pages 37 - 42)
7.	ANNUAL AUDIT LETTER Grant Thornton	(Pages 43 - 60)
8.	WORK PROGRAMME	(Pages 61 - 62)
9.	ANY OTHER ITEM THE CHAIRMAN DETERMINES TO	

		BE URGENT AND REQUIRES A DECISION	
10.		DATE OF NEXT MEETING 22 January 2020	
		Briefing Notes (not for discussion):	
		<ul style="list-style-type: none"> • Cheltenham Borough Council/Ubico Vehicle Lease 	

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