

# Cheltenham Borough Council Audit, Compliance and Governance Committee

**Meeting date:** 17 April 2024

**Meeting time:** 6.00 pm

**Meeting venue:** Council Chamber - Municipal Offices

---

## **Membership:**

Councillors Adrian Bamford (Chair), David Willingham (Vice-Chair), Matt Babbage, Graham Beale, Tabi Joy, Paul McCloskey and Smith

---

## **Important notice – filming, recording and broadcasting of Council meetings**

This meeting will be recorded by the council for live broadcast online at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) and <https://www.youtube.com/@cheltenhambc/streams>. The Chair will confirm this at the start of the meeting.

If you participate in the meeting, you consent to being filmed and to the possible use of those images and sound recordings for broadcasting and/or training purposes.

If you have any questions on the issue of filming/recording of meetings, please contact Democratic Services.

---

**Contact:** [democraticservices@cheltenham.gov.uk](mailto:democraticservices@cheltenham.gov.uk)

**Phone:** 01242 264 129

# Agenda

## **1 Apologies**

## **2 Declarations of interest**

## **3 Minutes of the last meeting (Pages 5 - 10)**

To approve the minutes of the extraordinary meeting held on 18 March 2024.

## **4 Public and Member Questions**

These must be received no later than 12 noon on the seventh working day before the date of the meeting

## **5 Internal Audit Plan 2024-25 (Pages 11 - 26)**

Report of Lucy Cater, Assistant Director, SWAP Internal Audit Services

## **6 Internal Audit Progress Report (Pages 27 - 48)**

Report of Lucy Cater, Assistant Director, SWAP Internal Audit Services

## **7 Counter Fraud and Enforcement Unit update (Pages 49 - 60)**

Report of Emma Cathcart, Counter Fraud and Enforcement

## **8 Review of Draft Accounting Policies 2023/24 (Pages 61 - 82)**

Report of Gemma Bell, Head of Finance and Assets

## **9 Work Programme (Pages 83 - 84)**

## **10 Any other item the chairman determines to be urgent and requires a decision**

## **11 LOCAL GOVERNMENT ACT 1972 - EXEMPT INFORMATION**

**The committee is recommended to approve the following resolution:-**

“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 3 and 7, Part (1) Schedule (12A) Local Government Act 1972, namely:

Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Paragraph 7: Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**12 IT Security update (Pages 85 - 92)**

Report of John Chorlton, Chief Technology Officer to be noted, following debate by Members in exempt session.

**13 Date of next meeting**

Wednesday 10 July 2024