

3 December 2013

<b>Committee</b>	Audit
<b>Date</b>	Wednesday, 11 December 2013
<b>Time of Meeting</b>	2:00 pm
<b>Venue</b>	Committee Room 1

**ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND**



**for Sara J Freckleton  
Borough Solicitor**

## **Agenda**

### **1. ANNOUNCEMENTS**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (staff should proceed to their usual assembly point). Please do not re-enter the building unless instructed to do so.

In the event of a fire any person with a disability should be assisted in leaving the building.

### **2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

To receive apologies for absence and advise of any substitutions.



Item	Page(s)
<b>3. DECLARATIONS OF INTEREST</b>	
Pursuant to the adoption by the Council on 26 June 2012 of the Tewkesbury Borough Council Code of Conduct, effective from 1 July 2012, as set out in Minute No. CL.34, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.	
<b>4. MINUTES</b>	1 - 10
To approve the Minutes of the meeting held on 25 September 2013.	
<b>5. GRANT THORNTON PROGRESS REPORT</b>	11 - 24
To consider Grant Thornton's report on progress against planned outputs.	
<b>6. ANNUAL AUDIT LETTER 2012/13</b>	25 - 38
To consider Grant Thornton's annual audit letter.	
<b>7. INTERNAL AUDIT PLAN MONITORING REPORT</b>	39 - 54
To consider the Internal Audit work undertaken and the assurance given on the adequacy of internal controls operating in the systems audited for the period September to November 2013.	
<b>8. MONITORING OF SIGNIFICANT GOVERNANCE ISSUES</b>	55 - 61
To consider the monitoring report on the Significant Governance Issues identified in the Annual Governance Statement and to review progress against the actions.	

**DATE OF NEXT MEETING**  
**WEDNESDAY, 19 MARCH 2014**  
**COUNCILLORS CONSTITUTING COMMITTEE**  
 Councillors: Mrs K J Berry, Dr A L Carter, B C J Hesketh, A L Mackinnon (Chairman),  
 M G Sztymiak, A C Tugwell and D J Waters (Vice-Chairman)

The Council has a substitution procedure and any substitutions will be announced at the beginning of the meeting.