

17 September 2013

Committee	Audit
Date	Wednesday, 25 September 2013
Time of Meeting	2:00 pm
Venue	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)
3. DECLARATIONS OF INTEREST	
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.	
4. MINUTES	1 - 8
To approve the Minutes of the meeting held on 26 June 2013.	
5. GRANT THORNTON PROGRESS REPORT	9 - 21
To consider Grant Thornton's report on progress against planned outputs.	
6. GRANT CERTIFICATION WORK PLAN 2012/13	22 - 29
To consider the grant certification work plan.	
7. FINANCIAL RESILIENCE REPORT	To Follow
To consider Grant Thornton's Financial Resilience Report.	
8. GRANT THORNTON AUDIT FINDINGS 2012/13	To Follow
To consider Grant Thornton's audit findings 2012/13.	
9. LETTER OF REPRESENTATION	30 - 32
To consider the S.151 Officer's Letter of Representation on the closure of the accounts for the year ended 31 March 2013.	
10. STATEMENT OF ACCOUNTS 2012/13	To Follow
To approve the Statement of Accounts 2012/13.	
11. ANNUAL GOVERNANCE STATEMENT 2012/13	33 - 52
To approve the Annual Governance Statement 2012/13.	
12. UPDATE ON PLAYGROUND INSPECTIONS AUDIT	53 - 56
To consider the update on the implementation of a playground management and inspection scheme to address concerns raised by the 2012/13 audit report.	
13. INTERNAL AUDIT PLAN MONITORING REPORT	57 - 72
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 April to August 2013.	

Item	Page(s)
<p>14. REGULATION OF INVESTIGATORY POWERS 2000 (RIPA)</p> <p>To approve the amended RIPA Procedural Guide and to recommend to the Executive Committee that it be adopted; to approve the designation of the Borough Solicitor and Monitoring Officer as the Council's Senior Responsible Officer for the purposes of RIPA; and to note the Office of Surveillance Commission inspection due on 21 November 2013.</p>	73 - 99
<p>15. REVIEW OF DATA PROTECTION POLICY</p> <p>To consider the revised Data Protection Policy and to recommend to the Executive Committee that it be adopted; and to consider the Personal Data Investigation Guidance Notes.</p>	100 - 117
<p>16. TIMING OF FUTURE MEETINGS</p> <p>To discuss the timings of future meetings.</p>	

DATE OF NEXT MEETING

WEDNESDAY, 11 DECEMBER 2013

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.