

8 December 2015

<b>Committee</b>	Audit
<b>Date</b>	Wednesday, 16 December 2015
<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 - 11
To approve the Minutes of the meeting held on 30 September 2015.	
<b>5. ANNUAL AUDIT LETTER 2014/15</b>	12 - 18
To consider Grant Thornton's Audit Letter 2014/15.	
<b>6. CERTIFICATION YEAR-END LETTER 2014/15</b>	To Follow
To consider the certification year-end letter 2014/15.	
<b>7. GRANT THORNTON PROGRESS REPORT</b>	To Follow
To consider the external auditor's report on progress against planned outputs.	
<b>8. INTERNAL AUDIT PLAN MONITORING REPORT</b>	19 - 47
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 – November 2015.	
<b>9. SAFEGUARDING AUDIT</b>	48 - 51
To consider the progress which has been made in relation to the recommendations arising from the safeguarding audit.	
<b>10. FIGHTING FRAUD CHECKLIST</b>	52 - 65
To consider the report on the Council's overall fraud arrangements.	
<b>11. MONITORING OF SIGNIFICANT GOVERNANCE ISSUES</b>	66 - 70
To consider the monitoring report on the Significant Governance Issues identified in the Annual Governance Statement and to review progress against the actions.	
<b>12. CORPORATE RISK REGISTER</b>	71 - 79
To consider the Risk Register and the risks contained within it.	

**DATE OF NEXT MEETING**  
**WEDNESDAY, 23 MARCH 2016**  
**COUNCILLORS CONSTITUTING COMMITTEE**

Councillors: K J Cromwell, A J Evans, R Furolo (Chairman), Mrs P A Godwin, B C J Hesketh, Mrs S E Hillier-Richardson and Mrs H C McLain (Vice-Chairman)

**Substitution Arrangements**

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

**Recording of Meetings**

Please be aware that the proceedings of this meeting may be recorded and this may include recording of persons seated in the public gallery or speaking at the meeting. Please notify the Democratic Services Officer if you have any objections to this practice and the Chairman will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the public and press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.