

11 July 2023

Committee	Audit and Governance Committee
Date	Wednesday, 19 July 2023
Time of Meeting	2:00 pm
Venue	Tewkesbury Borough Council Offices, Severn Room

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND

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 (during office hours staff should proceed to their usual assembly point; outside of office hours proceed to the visitors' car park). 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.

3. DECLARATIONS OF INTEREST

Pursuant to the adoption by the Council on 24 January 2023 of the Tewkesbury Borough Council Code of Conduct, effective from 1 February 2023, as set out in Minute No. CL.72, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.



	Item	Page(s)
4.	MINUTES To approve the Minutes of the meetings held on 23 March and 17 May 2023.	1 - 11
5.	AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME To consider the Audit and Governance Committee Work Programme.	12 - 19
6.	EXTERNAL AUDITOR'S AUDIT PLAN 2022/23 To consider the external auditor's Audit Plan 2022/23.	20 - 39
7.	INFORMING THE RISK ASSESSMENT To consider the external auditor's report on informing the risk assessment.	40 - 72
8.	CORPORATE RISK REGISTER To consider the risks contained within the corporate risk register and assurance that the risks are being effectively managed.	73 - 91
9.	COUNTER FRAUD AND ENFORCEMENT UNIT REPORT To consider the annual update on the work of the Counter Fraud and Enforcement Unit.	92 - 102
10.	ANNUAL HEALTH AND SAFETY REPORT To consider the annual report on the Council's health and safety arrangements.	103 - 116
11.	DATA PROTECTION OFFICER ANNUAL REPORT To receive the annual report on actions undertaken during the year and to consider the action plan, attached at Appendix 1 to the report, to further improve the Council's GDPR arrangements.	117 - 127
12.	INTERNAL AUDIT QUALITY ASSURANCE AND IMPROVEMENT PROGRAMME To consider the 2023/24 Quality Assurance and Improvement Programme.	128 - 135
13.	INTERNAL AUDIT PLAN MONITORING REPORT To consider the internal audit work undertaken and the assurance given on the adequacy of internal controls operating in the systems audited.	136 - 175
14.	INTERNAL AUDIT ANNUAL REPORT 2022/23 To consider the internal audit annual opinion and the assurance from the work undertaken during the year that, overall, the Council's governance, risk management and control environment for the areas audited is generally effective.	176 - 181

DATE OF NEXT MEETING
WEDNESDAY, 27 SEPTEMBER 2023
COUNCILLORS CONSTITUTING COMMITTEE

Councillors: H J Bowman, S R Dove (Vice-Chair), D W Gray, E J MacTiernan, P D McLain, J P Mills, P E Smith, R J G Smith and M R Stewart (Chair)

Substitution Arrangements

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

Recording of Meetings

In accordance with the Openness of Local Government Bodies Regulations 2014, 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.