

# Notice of Meeting

---

## Governance and Audit Committee

**Monday 27th April 2015 at 5.00 pm**  
in Committee Room 2 Council Offices  
Market Street Newbury

Date of despatch of Agenda: Friday, 17 April 2015

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Andy Day / Moira Fraser on (01635) 519459 / (01635) 51904

e-mail: [aday@westberks.gov.uk](mailto:aday@westberks.gov.uk) / [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



WestBerkshire  
C O U N C I L

**Agenda - Governance and Audit Committee to be held on Monday, 27 April 2015**  
(continued)

**To:** Councillors Peter Argyle, Brian Bedwell, Paul Bryant, Sheila Ellison, Tony Linden, Geoff Mayes, Julian Swift-Hook (Vice-Chairman) and Quentin Webb (Chairman)

**Substitutes:** Councillors Richard Crumly, Gwen Mason, Tim Metcalfe and Tony Vickers

---

# Agenda

<b>Part I</b>	<b>Page No.</b>
1. <b>Apologies</b> To receive apologies for inability to attend the meeting (if any).	
2. <b>Minutes</b> To approve as a correct record the Minutes of the meeting of this Committee held on 9 February 2015.	5 - 8
3. <b>Declarations of Interest</b> To remind Members of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interests in items on the agenda, in accordance with the Members' <a href="#">Code of Conduct</a> .	
4. <b>KPMG Audit Plan (GA2985)</b> <i>Purpose: To provide Members with a copy of the External Audit Plan for 2014-15</i>	9 - 40
5. <b>Internal Audit Plan (GA2986)</b> <i>Purpose: To outline the proposed internal audit work programme for the next three years</i>	41 - 82
6. <b>Members IT Policy (C2984)</b> <i>Purpose: To seek approval for an updated Members ICT protocol</i>	83 - 94
7. <b>Changes to Governance Arrangements (C2987)</b> <i>Purpose: To consider amalgamating the Governance and Audit and Standards Committees.</i>	95 - 104
8. <b>Amendment to the Constitution – Parts 11 (Contract Rules of Procedure) and Part 4 (Council Rules of Procedure) (C2969)</b> <i>Purpose: To agree changes to Parts 4 and 11 of the Constitution arising from changes to legislation.</i>	105 - 172

Andy Day  
Head of Strategic Support

**Agenda - Governance and Audit Committee to be held on Monday, 27 April 2015**  
*(continued)*

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.