

Notice of Meeting



Governance and Audit Committee

Monday, 4 February 2008 at 6.30pm

In Committee Room 2, Council Offices,
Market Street, Newbury

Date of despatch of Agenda: Friday 25 January 2008

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Vicky Wheatley, Policy & Research Officer on (01635) 519241, e-mail: vheatley@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk

Governance and Audit Committee to be held on 4 February 2008 (continued)

- To:** Councillors: Jeff Beck (*Chairman*), Paul Bryant, Tony Linden, Irene Neill, Julian Swift-Hook, Tony Vickers (*Vice-Chairman*) and Quentin Webb.
- Substitutes:** Councillors: Pamela Bale, Lee Dillon, Owen Jeffery and 1 vacancy.
- Guests & Officers:** David Holling (Head of Legal & Electoral Services), Gary Lugg (Head of Planning and Trading Standards), Charles Morris (Risk Manager) and Ian Priestley (Assurance Manager).

Agenda

Part I

	Page No.
1. Apologies. To receive apologies for inability to attend the meeting (if any).	
2. Minutes. To approve as a correct record the Minutes of the meeting of this Committee held on 27 November 2007.	1 - 4
3. Declarations of Interest. To receive any Declarations of Interest from Members.	
4. Planning & Trading Standards Risk Register. <i>Purpose: To consider the Planning & Trading Standards' Service Risk Register, as an example of risk registers drafted by each Council Service and the risk management process.</i>	To Follow
5. Use of Resources –2006-2007. <i>Purpose: To inform the Committee of the results of the Use of Resources Assessment for 2006-2007 and highlight the additional challenges for 2007-2008.</i>	5 - 10
6. Work in progress 2007-2008 and Audit Plan for 2008-2009. <i>Purpose: To inform the Committee of the progress made with the Audit Plan for 2007-2008 and to begin the process of preparing an Audit Plan for 2008-2009 and beyond.</i>	11 - 32
7. Risk Management Traffic Light Indicators. <i>Purpose: To inform the Committee of the way the Council monitors the performance of services in managing their risks.</i>	33 - 36
8. Risk Management Terrorism Insurance. <i>Purpose: To consider the implications associated with terrorism insurance.</i>	37 - 40
9. Governance and Audit Work Programme. <i>Purpose: To note the work programme for the remainder of the Municipal Year and next meeting date of the Committee.</i>	41 - 43

Andy Day
Interim Head of Policy & Communication