

Notice of Meeting



Governance and Audit Committee

Wednesday, 25 June 2008 at 6.30pm

**In Council Chamber, Council Offices,
Market Street, Newbury**

Date of despatch of Agenda: Tuesday 17 June 2008

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser, Democratic Services Manager on (01635) 519045, e-mail: mfraser@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 25 June 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: Brian Bedwell, Adrian Edwards, Lee Dillon, Owen Jeffery
- Invitees:** Councillors: Laszlo Zverko, David Rendel
- Guests & Officers:** Joanne Lees (KPMG), Greg McIntosh (KPMG), David Holling (Head of Legal and Electoral Services), Andy Walker (Head of Finance), Kevin Griffin (Head of ICT), Andy Green (Head of Property), Jan Evans (Head of Older People's Services), Ian Priestley (Assurance Manager), Sean Murphy (Trading Standards Manager), Gary Lugg (Head of Planning and Trading Standards), Joseph Holmes (Accountancy Manager), Julie Gilhespey (Group Auditor), Moira Fraser (Democratic Services 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 25 March 2008 and the meeting on the 08 th May 2008.	1 - 6
3. Declarations of Interest To receive any Declarations of Interest from Members.	-
4. Annual Internal Audit Report (Ian Priestley, Andy Green, Jan Evans, Kevin Griffin) <i>Purpose: To outline the outcomes of Internal Audit work for 2007- 08 and provide an opinion on the Councils' internal control framework to support the Annual Governance Statement.</i>	7 - 16
5. Amendment to the Scheme of Delegation (Sean Murphy) Proposed Changes to the Constitution (Moira Fraser) <i>Purpose: To Propose and Update the Scheme of Delegation and Change the Constitution.</i>	17 – 32
6. Planning Governance (Gary Lugg) <i>Purpose: To review the current governance for planning including the committee structure, referencing up and policy formulation and monitoring.</i>	33 – 43
7. Heads of Service Assurance Statements (Ian Priestley) <i>Purpose: To provide Members with a summary of the issues raised by Heads of Service in their Assurance Statements that support the Council's Annual Governance Statement.</i>	44 – 54
8. Annual Governance Statement - Statement in Support by the Monitoring Officer (David Holling) <i>Purpose: To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Monitoring Officer.</i>	55 – 60

Governance and Audit Committee to be held on 25 June 2008 (continued)

9. **Annual Governance Statement – Statement in Support by the Section 151 Officer** (Andy Walker) 61 – 65
Purpose: To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Section 151 Officer.
10. **Annual Governance Statement** (Ian Priestley) 66 - 74
Purpose: To set out the Annual Governance Statement for the Council.
11. **Statement of Accounts** (Joseph Holmes) To follow
Purpose: To provide Members with the financial statements for approval in line with the delegated powers of the Council.
12. **Dates of Next Meetings**
- Need to arrange a meeting before the 23 September Council meeting
 - 29 September 2008

Agenda Items for next meeting to include:

- Terrorism Insurance
- Risk Register for Partnerships
- Service Risk Register
- Project Risk Register and relationship with Project Management Methodology
- Basis for risks and scores contained on the Strategic Risk Register
- Self Assessment Form - Annual Review of Internal Audit

Andy Day
Head of Policy and Communication