

# Notice of Meeting

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## **Governance and Audit Committee**

**Tuesday, 29 September 2008 at 6.30pm**

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

Date of despatch of Agenda: Friday, 19 September 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](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)

## Governance and Audit Committee to be held on 29 September 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, Keith Woodhams, Adrian Edwards, Owen Jeffery
- Guests & Officers:** Joanne Lees (KPMG), Greg McIntosh (KPMG), David Holling (Head of Legal and Electoral Services), Andy Walker (Head of Finance), Ian Priestley (Assurance Manager), Joseph Holmes (Accountancy Manager), Moira Fraser (Democratic Services Manager), Charles Morris (Risk and Insurance Manager)

# Agenda

## Part I

	<b>Page No.</b>
1. <b>Apologies</b> To receive apologies for inability to attend the meeting (if any).	Verbal
2. <b>Minutes</b> To approve as a correct record the Minutes of the meeting of this Committee held on the 09 September 2008.	4 - 5
3. <b>Declarations of Interest</b> To receive any Declarations of Interest from Members.	Verbal
4. <b>Terrorism Insurance</b> (Charles Morris)	Verbal
5. <b>Project Risk / Relationship with Project Management Methodology</b> (Charles Morris) <i>Purpose: Project Risk Management and the Relationship with Project Management Methodology.</i>	6 -13
6. <b>Basis for Risks / Scores in the Strategic Risk Register</b> (Charles Morris) <i>Purpose: To explain the basis of the risks and scores set out in the Strategic Risk Register.</i>	14 - 21
7. <b>Partnership &amp; Risk Management</b> (Ian Priestley) <i>Purpose: To update the Committee on progress with implementing effective risk management with regard to Partnerships.</i>	22 - 37
8. <b>Annual Review of Terms of Reference for the Committee</b> (Ian Priestley) <i>Purpose: To review the terms of reference for the Committee.</i>	38 - 45
9. <b>Self Assessment Form – Annual Review of System of Internal Audit</b> (Ian Priestley) <i>Purpose: To carry out the annual review of the system of internal audits as required by the Accounts and Audit Regulations 2006.</i>	46 - 65
10. <b>Quarterly Update of work of Internal Audit</b> (Ian Priestley) <i>Purpose: Review outcomes of Internal Audit work and progress made by Heads of Service in implementing agreed audit recommendations.</i>	66 - 77
11. <b>KPMG (external auditors) – ISA 260+ report to those charged with governance</b> (Greg McIntosh – Director KPMG) <i>Purpose: To inform those charged with governance with the external auditor's opinion on our financial statements.</i>	To follow

**Governance and Audit Committee to be held on 29 September 2008** *(continued)*

12. **Date of the Next Meeting**

*We will need to arrange a meeting in the weeks commencing the 17<sup>th</sup> or 24<sup>th</sup> November to consider any Governance items to be included on the Council agenda for the 11 December 2008.*

Andy Day  
Head of Policy and Communication