

# Notice of Meeting

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## **Governance and Audit Committee**

**Monday, 27 April 2009  
at 6.00pm**

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

Date of despatch of Agenda: Friday, 17 April 2009

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 27 April 2009 *(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:** David Holling (Head of Legal and Electoral Services), Ian Priestley (Assurance Manager), Moira Fraser (Democratic Services Manager), Jason Teal (Performance, Research and Consultation Manager), David Lowe (Policy and Scrutiny Manager), Bill Blackett (Revenues and Benefits Manager), Steve Duffin (Head of Benefits and Exchequer)

# 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 23 March 2009.	3 - 7
3. <b>Declarations of Interest</b> To receive any Declarations of Interest from Members.	Verbal
4. <b>Benefits Performance (Steve Duffin)</b> <i>To discuss Benefits Performance in view of the comments set out in the Annual Audit Inspection Letter.</i>	9 - 12
5. <b>The Future of Scrutiny (David Lowe)</b> <i>To obtain approval for the proposed changes in the operation and structure of the Council's Scrutiny function.</i>	13 - 26
6. <b>Proposed Changes to the Constitution - Licensing (Jason Teal)</b> <i>To propose changes to the Council's constitution to allow applications for review of premises licences under s52(2) / club premises certificates under s88(2) of the Licensing Act 2003 to be delegated to Licensing Sub-Committees to determine.</i>	27 - 34
7. <b>Internal Audit Strategy and Plan 2009-12 (Ian Priestley)</b> <i>To consider the proposed work programme of Internal Audit.</i>	35 - 68
8. <b>Changes to the Constitution (Moira Fraser)</b> <i>To consider amending the members Allowances Scheme (Part 15 of the Constitution) to reflect changes arising from the introduction of the Local Assessment Complaints procedures.</i>	69 - 73
9. <b>Date of the Next Meeting</b> 29 June 2009	

Andy Day - Head of Policy and Communication

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If you require this information in a different format, such as audio tape, or in another language, please ask an English speaker to contact Moira Fraser on telephone (01635) 519045, who will be able to help.