

# Notice of Meeting

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## **Governance and Audit Committee**

**Monday, 5th September, 2011 at 6.00 pm**  
in Council Chamber Council Offices  
Market Street Newbury

Date of despatch of Agenda: Friday, 26 August 2011

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on (01635) 519462  
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**WestBerkshire**  
C O U N C I L

**Agenda - Governance and Audit Committee to be held on Monday, 5 September 2011**  
(continued)

**To:** Councillors Jeff Beck (Chairman), Paul Bryant, David Holtby, Tony Linden, Julian Swift-Hook (Vice-Chairman), Tony Vickers and Quentin Webb

**Substitutes:** Councillors Brian Bedwell, Adrian Edwards, Alan Macro and David Rendel

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# 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 18 April 2011 and 17 May 2011.	1 - 6
3. <b>Declarations of Interest</b> To receive any Declarations of Interest from Members.	
4. <b>KPMG's External Audit Governance Report (GA2363)</b> <i>Purpose: Greg McIntosh and Joanna Lees (KPMG) to inform Members of KPMG's audit of West Berkshire Council's financial statements.</i>	To Follow
5. <b>Financial Statements 2010-11 (GA2218)</b> <i>Purpose: To inform Members of the Council's Financial Statements for 2010-11.</i>	To Follow
6. <b>Internal Audit Annual Report 2010/11 (GA2056)</b> <i>Purpose: To provide the Committee with an opinion from the "Head of Internal Audit" on the Council's internal control framework, and to support the approval of the Annual Governance Statement.</i>	7 - 12
7. <b>Heads of Service Assurance Statements (GA2344)</b> <i>Purpose: To outline the issues of concern highlighted by the Council's Heads of Service in their Annual Assurance Statements.</i>	To Follow
8. <b>Annual Governance Statement - Statement in Support by the Monitoring Officer (GA2342)</b> <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>	13 - 20

**Agenda - Governance and Audit Committee to be held on Monday, 5 September 2011**  
(continued)

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| 9.  | <b>Annual Governance Statement Statement in support by the s151 Officer (GA2343)</b><br><i>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.</i> | 21 - 28   |
| 10. | <b>Risk Management Annual Report (GA2118)</b><br><i>Purpose: To provide a review of Risk Management work carried out in 2010-11 and outline proposals for 2011-12.</i>  | 29 - 38   |
| 11. | <b>Annual Governance Statement (GA2341)</b><br><i>Purpose: To present the Annual Governance Statement for the Council for the year 2010-11.</i>   | 39 - 50   |
| 12. | <b>Amendments to the Constitution - Parts 4, 5 &amp; 6 (C2303)</b><br><i>Purpose: To consider any changes required to the Council's Constitution.</i>   | 51 - 158  |
| 13. | <b>Recognition of Former Councillors (C2326)</b><br><i>Purpose: To consider introducing a scheme which will enable this Council to recognise former Councillors who have provided eminent service to this Council over a long period of time.</i>                                 | 159 - 166 |
| 14. | <b>Amendment to the Constitution - List of Exemptions to "Key Decisions" (C2338)</b><br><i>Purpose: To seek approval to extend the exception criteria for reports that can be considered as Individual Executive Member Decisions.</i>  | 167 - 174 |

Andy Day  
Head of Policy and Communication

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