

# Notice of Meeting

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## Governance and Audit Committee

**Monday, 9th July, 2012 at 6.00 pm**  
in Council Chamber Council Offices  
Market Street Newbury

Date of despatch of Agenda: Friday, 29 June 2012

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Andy Day / Moira Fraser on (01635) 519459 / (01635) 51904

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Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



WestBerkshire  
C O U N C I L

## Agenda - Governance and Audit Committee to be held on Monday, 9 July 2012 (continued)

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

**Substitutes:** Councillors Peter Argyle, Brian Bedwell, 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 meetings of this Committee held on 20 February 2012 and 10 May 2012.	1 - 4
3. <b>Declarations of Interest</b> To receive any Declarations of Interest from Members.	
4. <b>Internal Audit - Annual Report 2011-12 (GA2499)</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>	5 - 10
5. <b>Internal Audit Plan 2012-15 (GA2477)</b> <i>Purpose: To propose a programme of Internal Audit Work for 2012-2015.</i>	11 - 46
6. <b>Annual Review of Internal Audit (GA2476)</b> <i>Purpose: To review the Internal Audit Service of the Council.</i>	47 - 60
7. <b>Recording of Questions and Answers at Council and Executive Meetings</b> <i>Purpose: To ensure that mechanisms are put in place to ensure the question and answers at Council and Executive are recorded accurately.</i>	61 - 66
8. <b>Amendment to Start Time of Budget Setting Council Meeting</b> <i>Purpose: To recommend that the annual budget setting Council meeting commences earlier.</i>	67 - 72
9. <b>To Consider Returning to the Committee System</b> <i>Purpose: To request the Committee to carry out a review in relation to returning to a Committee System of Governance.</i>	73 - 78



**Agenda - Governance and Audit Committee to be held on Monday, 9 July 2012 (continued)**

Andy Day  
Head of Strategic Support

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