

# Agenda



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A meeting of the

## **Audit and Corporate Governance Committee**

Will be held on **WEDNESDAY 5 MARCH 2008**

**AT 6.00pm**

**Council Chamber, Council Offices, Crowmarsh Gifford**

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### **Members of the Audit and Corporate Governance Committee**

Mr P Greene (Chairman)

Ms F Aska	Mr D Bretherton	Mrs M Davies	Mr C Hood
Ms J Bland	Mrs J Carr	Mr M Harris	Mr R Peasgood
Mr F Bloomfield	Mr P Cross	Mr P Harrison	Ms A Purse

### **Substitutes:**

<i>Mrs S Cooper</i>	<i>Mr A Hodgson</i>	<i>Mrs J Murphy</i>	<i>Mrs P Tomlinson</i>
<i>Mr T Harbour</i>	<i>Mr I Lokhon</i>	<i>Mr J Nowell-Smith</i>	<i>Mr D Turner</i>

1. **Apologies**
2. **Declarations of interest**
3. **Minutes 5 December 2007**

Minutes previously circulated

#### **ITEMS TO BE CONSIDERED WITH THE PUBLIC PRESENT**

4. **Financial management systems issues**

Purpose: to provide an update on financial management systems issues  
**(verbal report)**

5. **Risk management update**

Purpose: to demonstrate how the council has managed risks in the last year  
**(report attached)**

6. **Internal audit management report quarter 4**

Purpose: to report on management issues; to summarise the progress of internal audit against the 2007/2008 audit plan and to summarise the priorities and planned audit work for 2007/2008 quarter 4. The committee is asked to note the report **(report attached)**

7. **Internal audit activity report 2007/2008**

Purpose: to summarise the outcomes of recent internal audit activity for the committee to consider. The committee is asked to review the report and the main issues arising, and seek assurance that action has been or will be taken where necessary **(report attached)**

8. **Internal Audit Annual Plan 2008/2009**

Purpose: to explain the process for setting the internal audit plan and for calculating the resources available and to set out the proposed internal audit annual plan for 2008/2009. The committee is asked to approve the internal audit annual plan for 2008/2009 **(report attached)**

**9. Closedown of 2007/08 accounts and preparation of the financial statements**

Purpose: to outline the proposed processes for the 2007/08 financial statements (**report to follow**)

**10. Annual Governance Statement – sources of assurances**

Purpose: to explain the committee's role in approving the Annual Governance Statement and to outline the key sources of assurance that ensure good governance, and thus underpin the Annual Governance Statement (**report attached**)

**11. Annual Governance Statement – framework for the statement**

Purpose: to provide a framework for the Annual Governance Statement, which the Audit and Corporate Governance Committee will consider for approval in June 2008 (**report attached**)

**12. Local code of governance**

Purpose: to approve the local code of governance, as attached, for inclusion in the Constitution with effect from 1 April 2008 (**report attached**)

**13. Audit and inspection plan 2008/09**

Purpose: to give an overview of the process for agreement of the annual audit and inspection plan as provided by the Audit Commission (**report attached**)

MARGARET REED

Head of Legal and Democratic Services