

A G E N D A

AUDIT AND GOVERNANCE COMMITTEE

Tuesday 25 June 2013 at 6.00 pm
Council Chamber, Royal Tunbridge Wells, Kent TN1 1RS

Borough Council Representatives:	Councillors Horwood (Chairman), Ward (Vice-Chairman), Hall, Lockhart, Poile, Rook, Scott and Stanyer
Independent Members:	Mr Hedges, Mr Lewis and Mr Segall Jones
Parish/Town Council Representatives:	Councillors Mrs Codd and Mackenzie
Quorum:	3 Members, to include at least one independent member

- 1 Apologies for Absence**
Apologies for absence as reported at the meeting.
- 2 Declarations of Interest**
To receive any declarations of interest by Members in items on the agenda.

For any advice on declarations of interest, please contact the Monitoring Officer.
- 3 Notification of Visiting Members wishing to speak (in accordance with Council Procedure Rule 8):**
Members should indicate which item(s) they wish to speak on and the nature of their concern/question/request for clarification.
- 4 Minutes of the Meeting of the Audit and Governance Committee dated 25 March 2013**
(Pages 1 - 10)
- 5 Report of Head of Policy and Partnerships**
(A) Strategic Compass Monitoring Report: End of Year Performance (2012-13)
(Pages 11 - 40)
- 6 Reports of Legal Services Manager/ Monitoring Officer**
(A) Update on Member Complaints (oral report)
(B) Constitution Review Working Party - Feedback from Meeting dated 6 June 2013 (oral report)
- 7 Reports of Head of Finance and Governance**
(A) Benefit Fraud Partnership Annual Report (Pages 41 - 48)
(B) Audit and Governance Committee Annual Report 2012/2013 (Pages 49 - 74)
(C) Internal Audit Annual Report 2012/2013 (Pages 75 - 102)

- (D) Annual Risk Management Report (Pages 103 - 152)
- (E) Draft Financial Report 2012/2013 (Pages 153 - 216)
- (F) External Audit Plan 2012/2013 (Pages 217 - 242)

8 Future Work Programme 2013 (Pages 243 - 244)

9 Date of Next Meeting - 24 September 2013 at 6pm

EXEMPT ITEMS

It is proposed that, pursuant to section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in Part I, Schedule 12A of the Act, by virtue of the particular paragraph shown on the agenda and on the attached reports.

10 Reports of Head of Finance and Governance

- (A) Internal Audit Report - Royal Victoria Place (Pages 245 - 280)
- (B) Internal Audit Report - Contract Procedure Rules (Pages 281 - 304)

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All visitors wishing to attend a public meeting at the Town Hall between the hours of **9.00am and 5.00pm** should report to reception via the side entrance in Monson Way. **After 5pm**, access will be via the front door on the corner of Crescent Road and Mount Pleasant Road, except for disabled access which will continue by use of an 'out of hours' button at the entrance in Monson Way

Notes on Procedure

- (1) A list of background papers appears at the end of each report, where appropriate, pursuant to the Local Government Act 1972, section 100D(i). Items marked * will be the subject of recommendations by Audit and Governance to full Council; in the case of other items, this Committee may make the decision.
- (2) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (3) Members of the public and other stakeholders are required to register with the Committee Section if they wish to speak on an agenda item at a meeting. Places are limited to a maximum four speakers per item. The deadline for registering to speak is 4.00 pm the last working day before the meeting. Each speaker will be given a maximum of 3 minutes to address the Committee.

Further details are available on the website (www.tunbridgewells.gov.uk) or from the Committee Section.

◇ If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01892 526121

◇ **Accessibility into and within the Town Hall - In response to the requirements of the Disability Discrimination Act 1995, the Council has provided the following features to overcome physical barriers to access.**

There is a wheelchair accessible lift by the main staircase, giving access to the first floor where the committee rooms are situated. There are a few steps leading to the Council Chamber itself but there is a platform chairlift in the foyer.

◇ **Hearing Loop System - The Council Chamber and all the Committee Rooms have been equipped with hearing induction loop systems. The Council Chamber also has a fully equipped audio-visual system.**