

A G E N D A

AUDIT AND GOVERNANCE COMMITTEE

Tuesday 3 April 2018 at 6.30 pm
Committee Room A, Town Hall, Royal Tunbridge Wells, TN1 1RS

Borough Council Representatives:	Councillors Barrington-King (Vice-Chairman), Hamilton, Horwood (Chairman), Lewis-Grey, Neve, Nuttall, Ms Palmer and Podbury
Independent Members:	Mrs Hough, Mr Quigley and Mr Shiels
Parish/Town Council Representatives:	Councillors Coleman and Henshaw
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 18):

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 21 November 2017 (Pages 5 - 14)

The Chairman will move that the minutes of the previous meeting, dated 21 November 2017, be signed as a correct record. The only issue relating to the minutes which can be discussed is their accuracy.

In accordance with Council Meetings Procedure 16.1, the Chairman will sign the minutes of today's proceedings at the next scheduled meeting.

5 Report of Head of Legal Partnership and Monitoring Officer

(A) Update on Complaints Received Under the Members' Code of Conduct (Pages 15 - 20)

6 Reports of Director of Finance, Policy and Development

- (A) Strategic Risk Report (Pages 21 - 38)
- (B) Internal Audit and Assurance Plan 2018/19 (Pages 39 - 70)
- (C) Land Charges - Audit Report Update (Pages 71 - 80)
- (D) External Audit Plan (Pages 81 - 104)

7 Future Work Programme (Pages 105 - 106)

8 Urgent Business

The Democratic Services Officer will advise if there have been any urgent items of business which have arisen for the Committee's consideration, since publication of the agenda.

9 Dates of Next Meetings

Wednesday 23 May (to appoint members to the Constitution Review Working Party only.
The meeting will take place immediately after the Annual Meeting of the Council, which begins at 10am.)

Tuesday 17 July at 6pm

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Democratic Services Officer
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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).
- (2) Items marked * will be the subject of recommendations by the Committee to Full Council.
- (3) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (4) Members of the public and other stakeholders are required to register with the Democratic Services Officer if they wish to speak on an agenda item at a meeting. Places are limited to a maximum of 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.
- (5) Please note that this meeting may be recorded or filmed by the Council for administrative purposes. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Democratic Services Officer before the meeting. The Council is not liable for any third party recordings.

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

- ◇ **If you require this information in another 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.**