

A G E N D A

AUDIT AND GOVERNANCE COMMITTEE

Tuesday 24 August 2021 at 6.30 pm
Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS

Borough Council Representatives: Councillors Backhouse (Vice-Chairman), Allen, Britcher, Chapelard, Hamilton, Rands, Simmons (Chairman) and Warne

Independent Members: Quigley and Turner

Parish/Town Council Representatives: Councillors Mackonochie and Edwards

Quorum: 3 Members, to include at least one independent member

- 1 Chairman's Introduction** (Pages 5 - 6)
- 2 Apologies for Absence** (Pages 7 - 8)
Apologies for absence as reported at the meeting.
- 3 Declarations of Interest** (Pages 9 - 10)
To receive any declarations of interest by Members in items on the agenda in accordance with the Members' Code of Conduct. For any advice on declarations of interest, please contact the Monitoring Officer before the meeting.
- 4 Notification of Visiting Members wishing to speak (in accordance with Council Procedure Rule 18):** (Pages 11 - 12)
To note any visiting Members or members of the public wishing to speak, of which due notice has been given in accordance with Council Procedure Rule 18 or 19, and which item(s) they wish to speak on.
- 5 Minutes of the meeting dated 30 March 2021** (Pages 13 - 20)
To approve the minutes of the meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 6 Minutes of the meeting dated 26 May 2021** (Pages 21 - 22)
To approve the minutes of the meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 7 Strategic Risk Review** (Pages 23 - 44)
To consider and decide on the recommendations set out in the associated report.

- 8 Framework for Major Projects** (Pages 45 - 66)
To consider and decide on the recommendations set out in the associated report.
- 9 Mid Kent Fraud and Compliance Update** (Pages 67 - 74)
To consider and decide on the recommendations set out in the associated report.
- 10 Housing Benefit and Subsidy Claim 2019/20** (Pages 75 - 78)
To consider and decide on the recommendations set out in the associated report.
- 11 Electronic Signatures and Document Sealing** (Pages 79 - 86)
To consider and decide on the recommendations set out in the associated report.
- 12 Internal Audit Annual Report and Opinion 2020/21** (Pages 87 - 114)
To consider and decide on the recommendations set out in the associated report.
- 13 Future Work Programme as at 24 August 2021** (Pages 115 - 116)
To consider the Committee's future work programme.
- 14 Urgent Business** (Pages 117 - 118)
To consider any other items which the Chairman decides are urgent, for reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.
- 15 Date of Next Meeting** (Pages 119 - 120)
To note the date of the next scheduled meeting is Tuesday 28 September 2021.

Democratic Services Team

Tel: (01892) 554413

Email: Committee@TunbridgeWells.gov.uk

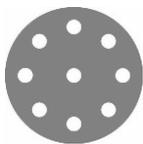
Tunbridge Wells Borough Council
Town Hall
ROYAL TUNBRIDGE WELLS
Kent TN1 1RS

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During the Coronavirus outbreak, and the recovery which follows, the way we conduct meetings will change. This page summarises the process. If you have any questions please contact Democratic Services via the contact details on the previous page.

Attending meetings

Meetings are held in the town hall and are webcast live online.

Members of the public may attend to watch/listen in person, subject to Covid-19 restrictions, or online live via our website. A recording of the meeting will also be available shortly after the end of the meeting.

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

Seating for the public will be allocated on a first-come-first-serve basis and cannot be guaranteed. If you intend to attend a meeting in person please advise Democratic Services at committee@tunbridgewells.gov.uk or call 01892 554413.

Speaking at Meetings

Members of the public are encouraged to participate and may speak to the Council directly on any item on the agenda for up to 3 minutes. Members of the public will need to register with Democratic Services in advance.

Comments should be in the form of a statement giving your opinion on the matter. Members of the committee may not answer questions or get into a debate with you.

Registration opens when the agenda is published and closes at 4pm on the last working day before the meeting.

There may be up to 4 speakers per agenda item. Places are allocated on a first-come-first-served basis except that if there are several speakers from the same group they will be asked to nominate someone to represent their collective view.

You will need to attend the meeting in person. Once registered, further instructions will be sent.

Further details are available on the website www.tunbridgewells.gov.uk/meetings or from Democratic Services at committee@tunbridgewells.gov.uk or call 01892 554413.

If you require this information in another format please contact us, call 01892 526121 or email committee@tunbridgewells.gov.uk