

NOTICE OF MEETING

**Governance & Audit Committee
Monday 18 January 2010, 7.30 pm
Function Room, Fifth Floor, Easthampstead House, Town Square,
Bracknell**

To: Governance & Audit Committee

Councillor Ward (Chairman), Councillor Thompson (Vice-Chairman), Councillors Beadsley, Blatchford, Brunel-Walker, Edger, Leake, McCracken and Mr G S Anderson

cc: Substitute Members of the Committee

Councillors Mrs Ballin, Mrs Beadsley, Birch, Harrison, Mrs Hayes, Mrs McCracken and Mrs Shillcock

ALISON SANDERS
Director of Corporate Services

EMERGENCY EVACUATION INSTRUCTIONS

- 1 If you hear the alarm, leave the building immediately.
- 2 Follow the green signs.
- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

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AGENDA

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1. **Apologies for Absence and Substitute Members**
To receive apologies for absence and to note the attendance of any substitute members.
2. **Declarations of interest**
To receive any declarations of personal or prejudicial interests, and the nature of that interest, in respect of any matter to be considered at this meeting.
3. **Minutes of previous meeting**
To approve as a correct record the minutes of the meeting of the Committee held on 29 September 2009. 1 - 4
4. **Urgent Items of Business**
5. **Annual Audit and Inspection Letter**
The purpose of this report is to present the Annual Audit and Inspection Letter (AAIL) which has been received from the Audit Commission. The External Auditor will attend the meeting to present the Letter and answer any questions. 5 - 22
6. **Internal Audit Assurance report**
This report provides a summary of Internal Audit activity during the period April to December 2009. 23 - 34
7. **Governance Arrangements**
This report is to appraise the Committee of a proposal to abolish the Constitution Review Group and to transfer its functions to the Governance and Audit Committee. 35 - 40
8. **Related Party Transactions**
The purpose of this report is to consider whether Members of the Council should be required to complete an annual declaration of "Related Party Transactions" in the same fashion as senior officers are required to. 41 - 46

9. **International Financial Reporting Standards**

To inform the Committee of the implications of the pending introduction of International Financial Reporting Standards.

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10. **Future meeting dates**

To note the future meeting dates at 7.30pm:

- 26 January 2010 in Function room – Closed session for committee training with Ian Fifield. Both Members and Substitute Members are welcome.
- 29 March 2010, 29 June 2010, 21 September 2010, 23 November 2010 and 22 March 2011.