



## **NOTICE OF MEETING**

**Governance & Audit Committee**  
**Tuesday 8 November 2011, 7.30 pm**  
**Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

**To: The Governance & Audit Committee**

Councillor Ward (Chairman), Councillor Wade (Vice-Chairman), Councillors Allen, Ms Brown, Heydon, McCracken, Thompson, Worrall and Mr G S Anderson

**cc: Substitute Members of the Committee**

Councillors Mrs Ballin, Blatchford, Mrs Hayes, Leake, Mrs McCracken and Mrs Temperton

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.

If you require further information, please contact: Kirsty Hunt  
Telephone: 01344 352281  
Email: [kirsty.hunt@bracknell-forest.gov.uk](mailto:kirsty.hunt@bracknell-forest.gov.uk)  
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**AGENDA**

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**1. Apologies for Absence**

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 - 29 September 2011**

To approve as a correct record the minutes of the meetings of the Committee held on 29 September 2011.

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**4. Urgent Items of Business**

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

**5. Annual Audit Letter**

To receive the Audit Commission's Annual Audit Letter for 2010/11.

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**6. Internal Audit Assurance report**

To receive a summary of Internal Audit activity during the period April to October 2011 covering work carried out by both internal audit contractors and the in-house team.

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