

## Notice of Meeting

### Governance & Audit Committee

Councillor Allen (Chairman),  
Councillor Wade (Vice-Chairman),  
Councillors Gbadebo, Mrs Hayes MBE, Heydon, Leake, Neil and  
Tullett

**Wednesday 25 March 2020, 7.30 - 9.30 pm**  
**Council Chamber - Time Square, Market Street, Bracknell, RG12  
1JD**



### Agenda

| Item | Description   | Page    |
|------|---|---------|
| 1.   | <b>Apologies for Absence</b>  |         |
|      | To receive apologies for absence and to note the attendance of any substitute members.  |         |
| 2.   | <b>Declarations of Interest</b>   |         |
|      | <p>Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.</p> <p>Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</p> <p>Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.</p> |         |
| 3.   | <b>Minutes of previous meeting</b>  | 5 - 10  |
|      | To approve as a correct record the minutes of the meetings of the Committee held on 29 January 2020.  |         |
| 4.   | <b>Urgent Items of Business</b>   |         |
|      | Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.  |         |
| 5.   | <b>External Audit Plan</b>  | 11 - 54 |
|      | The Council's External Auditor to present to the Committee the Audit plan covering the 2019/20 financial year.  |         |

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| 6. | <b>Annual Audit Letter and Audit Results Report</b>  | 55 - 130 |
|    | The Council's External Auditor to present to the Committee their annual audit letter covering the 2018/19 audit and their final audit results report for Bracknell Forest, updated following completion of the audit of the Berkshire Pension Fund accounts by Deloitte LLP. |          |

### **Exclusion of the Press and Public**

Agenda items 7 and 8 are supported by annexes containing exempt information as defined in Schedule 12A of the Local Government Act 1972. If the Committee wishes to discuss the content of these annexes in detail, it may choose to move the following resolution:

*That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 7 and 8 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:*

(2) *Information relating any individual.*

|     |  |           |
|-----|--|-----------|
| 7.  | <b>Internal Audit Interim Report</b>   | 131 - 156 |
|     | To receive a summary of Internal Audit activity during the period April 2019 to 11 <sup>th</sup> March 2020.   |           |
| 8.  | <b>Internal Audit Plan 2020/21</b>   | 157 - 174 |
|     | To receive a report is to setting out the underlying principles applied in the Internal Audit planning process and seek the Governance and Audit Committee's approval of the Internal Audit Plan for 2020/21.  |           |
| 9.  | <b>Exclusion of Public and Press</b>   |           |
|     | To consider the following motion:<br><br>That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 10 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:<br><br>(3) Information relating to the financial or business affairs of any particular person. |           |
| 10. | <b>External Review Of Risk Management Arrangements</b>   | 175 - 184 |
|     | To receive a memo setting out the outcome of the review of risk management carried out by an risk management consultant working in a separate division of Mazars and independent from the internal audit team which delivers our general internal audit work.  |           |

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