

## Notice of Meeting

### Governance & Audit Committee

Councillor O'Regan (Chair),  
Councillor Karim (Vice-Chair),  
Councillors Allen, Haffegée, Neil, Pressland, Robertson and  
Zahuruddin  
Diana Anderson, Independent Member



**Wednesday 22 January 2025, 7.30 pm**

**Council Chamber - Time Square, Market Street, Bracknell, RG12 1JD**

### Agenda

*All councillors at this meeting have adopted the Mayor's Charter which fosters constructive and respectful debate.*

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>	3 - 8
	To approve as a correct record the minutes of the previous meeting of the Committee	
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.	

### **EMERGENCY EVACUATION INSTRUCTIONS**

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5.	<b>Treasury Management Report 2025/26 and 2024/25 Mid-Year Review</b>	9 - 50
	To update members on progress in 2024/25 and to review the Treasury Management Report for 2025/26. <b>Reporting:</b> Calvin Orr, Head of Finance & Business Services	
6.	<b>External Audit Update 2023/24 Financial Statements</b>	51 - 52
	To receive an update on the audit of the 2023/24 financial statements. <b>Reporting:</b> Andrew Cardoza, KPMG	
7.	<b>Internal Audit Update</b>	53 - 66
	To update on progress on the annual Internal Audit Plan. <b>Reporting:</b> Sally Hendrick, Head of Audit & Risk Management	
8.	<b>Councillor Learning and Development Strategy 2025 - 2028</b>	67 - 82
	To seek the committee's approval of the councillor learning and development strategy 2025 -2028. <b>Reporting:</b> Ann Moore, Assistant Director: Democratic & Registration Services	
9.	<b>Minor revisions to complaint policies</b>	83 - 92
	To consider removing email from the council's policies for statutory adults' social care complaints and statutory children's social care complaints to support effective use of the new complaint handling system. <b>Reporting:</b> Jen Lawson, Head of Corporate Complaints, Ann Moore, Assistant Director: Democratic & Registration Services	
10.	<b>Review of the councillor and officer protocol</b>	93 - 106
	To seek the committee's approval of the revised draft of the councillor and officer protocol and to recommend to council its inclusion in the council's constitution. <b>Reporting:</b> Sanjay Prashar, Borough Solicitor	

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