

Central Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ



**please ask for** Martha Clampitt  
**direct line** 0300 300 4032  
**date** 16 September 2010

## **NOTICE OF MEETING**

### **AUDIT COMMITTEE**

Date & Time

**Monday, 27 September 2010 9.30 a.m.**

Venue at

**Room 15, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the AUDIT COMMITTEE:

Cllrs D Bowater (Chairman), R A Baker (Vice-Chairman), Mrs A Barker,  
T Green, A Shadbolt, P Snelling and B J Spurr

[Named Substitutes:

Cllrs: R D Berry, P A Blaine, P Freeman and A M Turner]

All other Members of the Council - on request

***MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS  
MEETING***

## AGENDA

1. **APOLOGIES FOR ABSENCE**

Apologies for absence and notification of substitute members.

2. **CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS**

To receive any announcements from the Chairman and any matters of communication.

3. **MINUTES AND ANY MATTERS ARISING**

To approve as a correct record the Minutes of the meetings of the Audit Committee held on 28 June 2010 and 30 June 2010.

4. **MEMBERS' INTERESTS**

To receive from Members declarations and the **nature** thereof in relation to:-

- (a) Personal Interests in any Agenda item
- (b) Personal and Prejudicial Interests in any Agenda item

5. **PUBLIC PARTICIPATION**

To receive any questions, statements or deputations from members of the public in accordance with the Procedure as set out in Part A4 of the Constitution.

6. **PETITIONS**

To receive petitions in accordance with the scheme of public participation set out in Annex 2 in Part A4 of the Constitution.

## REPORTS

<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
7	<b>Annual Governance Report</b>  To receive the findings of the accounts audit.	To Follow

8      **Internal Audit Charter**      \*      5 - 24

This report presents the Internal Audit Charter 2010/11.

9      **Information Governance Framework**      \*      25 - 52

The report presents the Council's Information Governance Framework for approval.

10.      **EXCLUSION OF PRESS AND PUBLIC**

To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following item of business on the grounds that the consideration of the item is likely to involve the disclosure of exempt information as defined in Paragraphs 3 of Part 1 of Schedule 12A of the Act.

<b>Items likely to be considered following the exclusion of the Public</b>
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<i>Item</i>	<i>Subject</i>	<i>Exempt Para.</i>	<i>Page Nos.</i>
EX1	<b>Internal Audit Progress Report</b>  This report provides a progress update on the status of Internal Audit work for 2010/11.	* 3	53 - 58
EX2	<b>Tracking of Internal Audit Recommendations</b>  This report summarises the high risk recommendations arising from Internal Audit reports and outlines how these will be monitored, tracked and reported to the Audit Committee.	* 3	59 - 72