



**Gloucestershire**

COUNTY COUNCIL

**AUDIT AND GOVERNANCE  
COMMITTEE**

**10.00 am**

**FRIDAY**

**11 OCTOBER 2019**

**Cabinet Suite - Shire Hall,  
Gloucester**

**MEETING PAPERS**





## AUDIT AND GOVERNANCE COMMITTEE

**TIME:** 10.00 am  
**DATE:** Friday 11 October 2019  
**VENUE:** Cabinet Suite - Shire Hall, Gloucester

### A G E N D A

ITEM	TOPIC	CONTACT
1.	<b>Apologies</b>	Andrea Griffiths
2.	<b>Declaration of Interests</b>	Andrea Griffiths
3.	<b>Minutes of the previous meeting</b> (Pages 1 - 16) To approve the minutes of the meeting held on the 26 <sup>th</sup> July 2019.	Andrea Griffiths
4.	<b>Grant Thornton Annual Audit Letter</b> (Pages 17 - 34) The Committee is asked to note the report.	Peter Barber
5.	<b>Grant Thornton External Audit Progress Report</b> (Pages 35 - 48) The Committee is asked to note the report.	Peter Barber
6.	<b>Internal Audit Report &amp; Action Plan - GFRS</b> (Pages 49 - 124) The Committee is asked to consider the actions taken to address the recommendations made and progress to date.	Theresa Mortimer
7.	<b>Internal Audit Activity Progress Report 2019/20</b> (Pages 125 - 168) The Committee is asked to consider the Officer recommendations.	Theresa Mortimer
8.	<b>Proposed refreshed Audit and Governance Committee's Terms of Reference</b> (Pages 169 - 180) The Committee is asked to endorse the refreshed Terms of Reference.	Theresa Mortimer
9.	<b>Proposed Recruitment Pack for Independent Member</b> (Pages 181 - 192) That the proposed recruitment pack be recommended to the Constitution Committee on 14th October 2019 for approval.	Theresa Mortimer

10. **Treasury mid year report** (Pages 193 - 206) Paul Blacker  
The Committee is asked to note the report.
11. **Internal Audit Limited Assurance Reports** (Pages 207 - 214) Philip Williams  
Procurement of short term transport arrangements for social care.
12. **Local Government Ombudsman's Annual Review Letter 2019** Rob Ayliffe  
(Pages 215 - 224)  
To note the Local Government Ombudsman's Annual Review Letter 2018/19.
13. **Member Code of Conduct Annual Report** (Pages 225 - 232) Rob Ayliffe  
The Committee is asked to note the report and to indicate any areas for development.

### **NOTES**

- (a) **MEMBERSHIP** – Councillors Cllr Bernard Fisher, Cllr Andrew Gravells, Cllr Colin Hay, Cllr Brian Oosthuysen, Cllr Shaun Parsons, Cllr John Payne, Cllr Alan Preest, Cllr Nigel Robbins OBE, Cllr Brian Tipper and Cllr Will Windsor-Clive and 1 vacancy.
- (b) **DECLARATIONS OF INTEREST** – Members requiring advice or clarification about whether to make a declaration of interest are invited to contact the Monitoring Officer: Jane Burns ☎01452 328472 /fax: 425149/e-mail: [jane.burns@gloucestershire.gov.uk](mailto:jane.burns@gloucestershire.gov.uk) prior to the commencement of the meeting.

### **GENERAL ARRANGEMENTS**

- (1) *Will Members please sign the attendance list.*

***EVACUATION PROCEDURE - in the event of the fire alarms sounding during the meeting please leave as directed in a calm and orderly manner and go to the assembly point which is outside the main entrance to Shire Hall in Westgate Street. Please remain there and await further instructions.***