

# Crawley Borough Council

6 March 2012

Agenda for the **Audit and Governance Committee** which will be held in Committee Room B, Town Hall, Crawley, on **Wednesday, 14 March 2012 at 6.30pm.**

Nightline Telephone No. (01293) 551636



**Head of Legal and Democratic Services**

Members: Councillors A J E Quirk (Chair), I T Irvine (Vice Chair), B K Blake, C R Eade, C C Lloyd and L A Walker

## **EMERGENCY PROCEDURE FOR MEETINGS – FIRE**

Details of fire evacuation procedures will be circulated to Members and Visitors attending this meeting. Please familiarise yourself with these procedures and the location of fire exits. Thank you for your co-operation.

Please contact Roger Brownings (Legal and Democratic Services Division) if you have any queries regarding this agenda.

Telephone number: 01293 438283

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## **Business - Part A**

### **1. Minutes**

To approve as a correct record the minutes of the meeting of the Committee held on 13 December 2011 ([Enclosure A](#)).

### **2. Apologies for Absence**

### **3. Members' Disclosures of Interest**

In accordance with the Council's Code of Conduct, members of the Council are reminded that it is a requirement to declare interests which are Personal or Personal and Prejudicial, where appropriate.

### **4. Fraud and Inspections Team Report**

To consider report [FIN/263](#) of the Fraud and Inspections Manager **(Enclosure B)**.

### **5. Certification of Claims and Returns – Annual Report**

To consider the Audit Commission's Annual Report on Certification of Claims and Returns [\(Enclosure C\)](#).

### **6. 2011 / 2012 Audit Opinion Plan**

To consider the Audit Commission's 2011 / 2012 Audit Opinion Plan [\(Enclosure D\)](#).

### **7. Risk Management**

The Council is in the process of changing its approach to risk management. The intention is to bring a revised risk management strategy to the Committee at its meeting on 27 June.

Officers would like to involve the Members of this Committee in producing that strategy and would welcome views as to how best to do that.

### **8. Housing Tenancy Fraud**

To consider report [FIN/262](#) of the Head of Finance, Revenues and Benefits **(Enclosure E)**.

### **9. Internal Audit Annual Plan 2012 / 2013**

To consider report [FIN/265](#) of the Head of Finance, Revenues and Benefits **(Enclosure F)**.

### **10. Internal Audit Progress Report as at 29 February 2012**

To consider report [FIN/264](#) of the Audit and Risk Manager **(Enclosure G)**.

**11. Supplemental Agenda**

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

**12. Exempt Information – Exclusion of the Public**

The Committee is asked to consider passing the following resolution:-

That under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraphs specified against the items.

**Business - Part B**

**13. Internal Audit Progress Report as at 29 February 2012  
Rent Deposit Scheme - Investigation  
(Exempt – paragraph 7 – Information relating to an investigation).**

To consider report FIN/266 of the Audit and Risk Manager (**Enclosure H**).

**14. Maidenbower Pavilion  
(Exempt – paragraph 3 – Financial or Business Affairs).**

To consider report FIN/260 of the Head of Finance, Revenues and Benefits (**Enclosure I**).

Please note that Members requiring refreshments should contact Hayley Thorne on 01293 438625 no later than 48 hours before the meeting

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