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**To: Councillors Annabel de Capell Brooke, Richard Gell, Sylvia Hobbs, Rupert Reichhold, Alex Smith, Robin Underwood and Peter Wathen.**

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**Please ask for**  
Paul Smith

**Direct Dial**  
01832 742175

**Date:**  
17 November 2017

Dear Councillor,

A meeting of the **Governance and Audit Committee** will be held in the **Council Chamber**, East Northamptonshire House, Cedar Drive, Thrapston, on **Wednesday 29 November 2017** at 7.30pm.

***A training session on "Audit Committee Effectiveness/ Responsibilities of an Audit Committee" will be held for members of the Committee immediately before the meeting, commencing at 6.45pm in the Council Chamber.***

#### **AGENDA**

*A period of not more than 15 minutes will be allowed to enable members of the public, who have notified their intention to speak, to address the meeting.*

- 1. Apologies for absence**
- 2. Minutes of the meeting held on 20 September 2017 (attached)**  
*If you have any queries in respect of the accuracy of the minutes, please notify Paul Smith prior to the meeting.*
- 3. Declarations of Interest**
- 4. Questions by Members under Council procedure rule 10.3 (if any).**

Members of the Committee have the right to ask the Chairman a question on any matter in relation to which the Council has powers or duties or which affects East Northamptonshire and which falls within the terms of reference of the Committee - provided that notice is given to the Chief Executive by 5pm on the working day preceding the meeting. The functions of the Committee are to be found in part 3 of the Council Constitution. A form for use by Members is available on the Council's intranet.. Alternatively please telephone Paul Smith or e-mail [psmith@east-northamptonshire.gov.uk](mailto:psmith@east-northamptonshire.gov.uk)

- 5. National Scheme for Appointment of External Auditors – Update** (verbal update by the Finance Manager).

6. **Risk Management Update – Quarter 3 (2017/18)** (report of the Finance Manager – **attached**).
7. **Progress on Implementation of Internal Audit Recommendations** (report of the Finance Manager – **attached**).
8. **Internal Audit – Progress and Performance** (report of the Head of Internal Audit – **attached**).
9. **Internal Audit Planning 2018/19** (report of the Head of Internal Audit – **attached**).  
*Members of the Committee are asked to give prior consideration to areas they believe may require an audit in 2018/19 in order to put these forward for inclusion in the plan.*
10. **Proposed Changes to Parts 3.2 and 9 of the Constitution** (Report of the Monitoring Officer – **attached**).
11. **Modern Slavery** (verbal update by the Executive Director).
12. **Annual Audit Letter 2016/17** (report of the External Auditor, KPMG – **attached**).

Yours sincerely

**DAVID OLIVER**  
Chief Executive

### **FIRE/EMERGENCY EVACUATION**

Please read the fire/emergency evacuation instructions before the meeting begins. These are displayed at the entrance to the Council Chamber.

If the emergency alarm sounds, you must evacuate the building immediately by the nearest signed fire exit and proceed to the main car park area as directed by the Democratic Services staff. Further instructions will then be given.

