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**To: Councillors Rosalie Beattie, Annabel de Capell Brooke, Marika Hillson, Sylvia Hobbs, Sylvia Hughes, Lance Jones, Dorothy Maxwell, Alex Smith, Robin Underwood and Peter Wathen.**

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**Please ask for**  
Louise Tyers

**Direct Dial**  
01832 742198

**Date:**  
16 November 2018

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 28 November 2018** at 7.30pm.

***Members of the Committee are invited to attend a training session with the Council's Internal Auditors commencing at 6.30pm 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 on a matter due for consideration at the meeting. Members of the public wishing to speak must register their intention by 5pm on Tuesday 27 November 2018.*

1. **Apologies for absence**
2. **Minutes of the meeting held on 19 September 2018 (attached)**  
*If you have any queries in respect of the accuracy of the minutes, please notify Louise Tyers 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 Louise Tyers or e-mail [ltyers@east-northamptonshire.gov.uk](mailto:ltyers@east-northamptonshire.gov.uk)

5. **Internal Audit – Progress and Performance**  
(Report of the Head of Internal Audit – **attached**)
6. **Internal Audit Planning 2019/2020**  
(Report of the Head of Internal Audit – **attached**)

7. **Progress on Implementation of Internal Audit Recommendations**  
(Report of the Interim Assistant Finance Manager – **attached**)
8. **Risk Monitoring Update**  
(Report of the Finance Manager – **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.