

**Wednesday, 11 March 2015**  
**at 6.30 pm**  
**Town Hall, Eastbourne**

## **Audit and Governance Committee**

Members of the public are welcome to attend and listen to the discussion of items in the "open" part of the meeting. Please see notes at end of agenda concerning public rights to speak and ask questions.



The Audit and Governance meets in the Court Room of the Town Hall which is located on the ground floor. Entrance is via the main door or access ramp at the front of the Town Hall. Parking bays for blue badge holders are available in front of the Town Hall and in the car park at the rear of the Town Hall.



An induction loop operates to enhance sound for deaf people who use a hearing aid or loop listener.



If you require further information or assistance please contact the Local Democracy team – contact details at end of this agenda.

This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

Please ask if you would like this agenda and/or any of the reports in an alternative format.

**MEMBERS:** Councillor Ungar (Chairman); Councillor Mattock (Deputy-Chairman); Councillors Cooke, Ede, Harris, Heaps, Taylor and Tester

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***(Please note: Members of the Committee are required to attend a presentation at 6pm, delivered by the External Auditors BDO on Protecting the Public Purse Fraud Briefing 2014. The ordinary meeting will commence at the conclusion of this presentation.)***

## **Agenda**

- 1 Minutes of the meeting held on 3 December 2014 - Previously circulated.**
- 2 Apologies for absence.**
- 3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.**

**4 Questions by members of the public.**

On matters not already included on the agenda and for which prior written notice has been given (total time allowed 15 minutes).

**5 Urgent items of business.**

The Chairman to notify the Committee of any items of urgent business to be added to the agenda.

**6 Right to address the meeting/order of business.**

The Chairman to report any requests received to address the Committee from a member of the public or from a Councillor in respect of an item listed below and to invite the Committee to consider taking such items at the commencement of the meeting.

**7 Update: Members and Standards. (Pages 1 - 4)**

Report of Monitoring Officer.

**8 Update: The Regulation of Investigatory Powers Act (RIPA) and related legislation. (Pages 5 - 6)**

Report of Monitoring Officer.

**9 The Composition of Audit and Governance Committee. (Pages 7 - 12)**

Report of Monitoring Officer.

**10 Grants Report 2013/14. (Pages 13 - 20)**

Report of External Auditors BDO.

**11 Audit Plan 2014/15. (Pages 21 - 32)**

Report of External Auditors BDO.

**12 Planning Letter 2015/16. (Pages 33 - 36)**

Report of External Auditors BDO.

**13 Protecting the Public Purse Fraud Briefing 2014.**

Verbal Report of External Auditors BDO.

**14 Internal Audit Report to 31st December 2014. (Pages 37 - 54)**

Report of Internal Audit Manager.

**15 Risk Management.** (Pages 55 - 62)

Report of Internal Audit Manager.

**16 Draft Internal Audit Plan for 2015/16.** (Pages 63 - 74)

Report of Internal Audit Manager.

**Inspection of Background Papers** – Please see contact details listed in each report.

**Councillor Right of Address** - Councillors wishing to address the meeting who are not members of the Committee must notify the Chairman in advance.

**Public Right of Address** – Requests by members of the public to speak on a matter which is listed in this agenda must be **received** in writing by no later than 12 Noon, 2 working days before the meeting e.g. if the meeting is on a Tuesday, received by 12 Noon on the preceding Friday). The request should be made to Local Democracy at the address listed below. The request may be made by letter, fax or e-mail. For further details on the rules about speaking at meetings please contact Local Democracy.

**Disclosure of interests** - Members should declare their interest in a matter at the beginning of the meeting, and again, at the point at which that agenda item is introduced.

Members must declare the existence and nature of any interest.

In the case of a DPI, if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation). If a member has a DPI he/she may not make representations first.

## Further Information

Councillor contact details, committee membership lists and other related information is also available from Local Democracy.

**Local Democracy**, 1 Grove Road, Eastbourne, BN21 4TW  
Tel: (01323) 415021/5023 Minicom: (01323) 415111, Fax: (01323) 410322  
E Mail: [localdemocracy@eastbourne.gov.uk](mailto:localdemocracy@eastbourne.gov.uk)  
Website at [www.eastbourne.gov.uk](http://www.eastbourne.gov.uk)

For general Council enquiries, please telephone (01323) 410000 or E-mail: [enquiries@eastbourne.gov.uk](mailto:enquiries@eastbourne.gov.uk)