

To: Councillor Stevens (Chairman)  
Councillors Davies, Gittings, Edwards,  
Emberson, McElroy, McEwan and Robinson

Direct ☎:  
michael.popham@reading.gov.uk

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Your contact is: **Michael Popham - Democratic Services Manager**

### NOTICE OF MEETING - AUDIT AND GOVERNANCE COMMITTEE 19 JULY 2021

A meeting of the Audit and Governance Committee will be held on Monday, 19 July 2021 at 6.30 pm in the Council Chamber, Civic Offices, Reading. The Agenda for the meeting is set out below.

	<u>WARDS AFFECTED</u>	<u>Page No</u>
1. DECLARATIONS OF INTEREST		
2. MINUTES OF THE PREVIOUS MEETING HELD ON 20 APRIL 2021		5 - 10
3. QUESTIONS		
4. INTERNAL AUDIT ANNUAL ASSURANCE REPORT  This report presents the annual assurance report of the Chief Auditor required by the Accounts and Audit Regulations and the Public Sector Internal Audit Standards.	BOROUGH WIDE	11 - 38
5. INTERNAL AUDIT QUARTERLY PROGRESS REPORT  This report provides an update on key findings emanating from Internal Audit reports issued since the last quarterly progress report.	BOROUGH WIDE	39 - 66
6. IMPLEMENTATION OF THE FINANCE IMPROVEMENT PROGRAMME - PROGRESS UPDATE	BOROUGH WIDE	67 - 72

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This report provides an update on progress of the Programme workstreams and their deliverables against the Plan since the last meeting.

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| <b>7.</b>  | <b>INFORMATION GOVERNANCE QUARTERLY UPDATE</b>  | <b>BOROUGH<br/>WIDE</b> | <b>73 - 84</b>       |
|            | <p>This report outlines the actions in progress to improve the Council's policies, systems and processes for better Information Governance.</p>                           |                         |                      |
| <b>8.</b>  | <b>ANNUAL TREASURY MANAGEMENT REVIEW 2020/21</b>  | <b>BOROUGH<br/>WIDE</b> | <b>85 - 98</b>       |
|            | <p>This report reviews the Treasury Management activity which took place during the period from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.</p>              |                         |                      |
| <b>9.</b>  | <b>CLOSING FINAL ACCOUNTS UPDATE</b>  | <b>BOROUGH<br/>WIDE</b> | <b>99 - 102</b>      |
|            | <p>This report updates the Committee on progress with the completion of the Council's Final Accounts for 2018/19 and 2019/20.</p>   |                         |                      |
| <b>10.</b> | <b>IMPLEMENTATION OF AUDIT RECOMMENDATIONS TRACKER</b>  | <b>BOROUGH<br/>WIDE</b> | <b>103 -<br/>120</b> |
|            | <p>This report sets out a summary of those high and medium risk Internal Audit recommendations which remain outstanding together with an updated management response.</p> |                         |                      |
| <b>11.</b> | <b>EXTERNAL AUDITOR REPORT</b>  |                         | <b>121 -<br/>194</b> |
|            | <p>To receive a report from the external auditors summarising their audit conclusion in relation to the audit of Reading Borough Council and Group for 2018/19.</p>       |                         |                      |

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