

To: Councillor J Williams (Chair)
Councillors Dennis, Edwards, Emberson,
Gittings, Mitchell, Terry and Thompson

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11 July 2022

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

NOTICE OF MEETING - AUDIT AND GOVERNANCE COMMITTEE 19 JULY 2022

A meeting of the Audit and Governance Committee will be held on Tuesday, 19 July 2022 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		5 - 10
3. QUESTIONS		
4. INTERNAL AUDIT ANNUAL ASSURANCE REPORT	BOROUGH WIDE	11 - 36
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.		
5. INTERNAL AUDIT QUARTERLY PROGRESS REPORT	BOROUGH WIDE	37 - 52
This report provides an update on key findings emanating from Internal Audit reports issued since the last quarterly progress report.		
6. RISK MANAGEMENT POLICY AND PROCEDURE	BOROUGH WIDE	53 - 76

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This report presents the updated Risk Management Policy and Procedure document for consideration and onward submission to Policy Committee in September 2022. The document has been updated to reflect best practice and to incorporate a formal Risk Management Procedure including clear instructions on how to utilise the SharePoint site to record and update risks. The aim of the Policy is to identify, analyse and appropriately manage potential threats and opportunities posed by risk.

7.	IMPLEMENTATION OF THE FINANCE IMPROVEMENT PROGRAMME - PROGRESS UPDATE	BOROUGH WIDE	77 - 82
	<p>This report provides an update on progress of the Programme workstreams and their deliverables against the Plan since the last meeting.</p>		
8.	INFORMATION GOVERNANCE QUARTERLY UPDATE	BOROUGH WIDE	83 - 90
	<p>This report provides an update on the actions in progress to improve the Council's policies, systems and processes around Information Governance.</p>		
9.	IMPLEMENTATION OF AUDIT RECOMMENDATIONS TRACKER	BOROUGH WIDE	91 - 108
	<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>		
10.	ANNUAL TREASURY MANAGEMENT REVIEW 2021/22	BOROUGH WIDE	109 - 122
	<p>This report fulfils the requirement in the Treasury Management Strategy to produce an Annual Outturn Report to review the Treasury Management activity which took place from 1st April 2021 to 31st March 2022.</p>		
11.	QUARTER 4 PERFORMANCE REPORT (2021/22)	BOROUGH WIDE	123 - 192
	<p>This 2021/22 Quarter 4 Performance and Monitoring Report was presented to Policy Committee on 11 July 2022 and sets out the provisional revenue and capital outturn positions for the Council's General Fund and Housing Revenue Account (HRA) for 2021/22. The report also sets out performance against the measures of success published in the Council's Corporate Plan.</p>		
12.	CLOSING FINANCIAL ACCOUNTS UPDATE	BOROUGH WIDE	193 - 198
	<p>This report provides an update on progress to complete the audit of the Council's Final Accounts for 2019/20 and the preparation for the 2020/21 and 2021/22 accounts.</p>		
13.	EXTERNAL AUDITOR UPDATE	BOROUGH WIDE	

To receive an update from the Council's external auditors.

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