

# AGENDA

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**Meeting:** Audit Committee  
**Place:** The Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 24 January 2017  
**Time:** 2.00 pm

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Please direct any enquiries on this Agenda to Becky Holloway of Democratic Services, County Hall, Trowbridge, direct line 01225 718063 or email [becky.holloway@wiltshire.gov.uk](mailto:becky.holloway@wiltshire.gov.uk)

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## Membership:

Cllr Richard Britton (Vice  
Chairman)  
Cllr Rosemary Brown  
Cllr Tony Deane (Chairman)  
Cllr Stewart Dobson  
Cllr Mike Hewitt  
Cllr George Jeans

Cllr Julian Johnson  
Cllr Linda Packard  
Cllr Sheila Parker  
Cllr David Pollitt  
Cllr James Sheppard

### Non-Voting Members

Cllr Baroness Scott of Bybrook  
OBE

Cllr Dick Tonge

### Substitutes

Cllr Chris Caswill  
Cllr Terry Chivers  
Cllr Peter Evans  
Cllr Nick Fogg MBE  
Cllr Atiqul Hoque  
Cllr David Jenkins

Cllr Jacqui Lay  
Cllr Alan MacRae  
Cllr Helen Osborn  
Cllr Mark Packard  
Cllr Ian West

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## Part I

### Items to be considered while the meeting is open to the public

**1 Apologies and Membership Changes**

To receive any apologies for absence and to note any membership changes.

**2 Minutes of the Previous Meeting** (*Pages 5 - 10*)

To confirm and sign the minutes of the meeting held on 26 October 2016.

**3 Declarations of Interests**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

**4 Chairman's Announcements**

To receive any announcements through the Chairman.

**5 Public Participation**

The Council welcomes contributions from members of the public.

#### Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

#### Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Tuesday 17 January** in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on **Thursday 19 January**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

**6 SWAP- Internal Audit Update and Quarter 3 report**

To consider a general update from SWAP and the internal audit report for Quarter 3 2016/17, report to follow.

**7 KPMG Grant Certification Report 2015/16** *(Pages 11 - 18)*

To consider the Grant Certification report 2015/16.

**8 Information Governance Update Report** *(Pages 19 - 24)*

A report updates on the latest progress with the Information Governance Improvement Plan.

The Committee is asked to note:

- a) the significant steps that have been taken to address and rectify the findings identified by the Information Commissioner's Office (ICO) and the audit engagement with them is now complete.
- b) the continued progress to address the actions identified in the two year improvement programme, which goes beyond the ICO requirements to fully inculcate a new information governance culture and practices across the organisation, whilst ensuring compliance with statutory legislation.

**9 Forward Work Programme** *(Pages 25 - 28)*

To review the Forward Work Programme for the Committee.

**10 Date of Next Meeting**

To note that the next regular meeting of the Committee will be held on 26 April 2017.

**11 Urgent Items**

Any other items of business, which the Chairman agrees to consider as a matter of urgency.

**Part II**

**Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**