

FINAL ACCOUNTS & AUDIT COMMITTEE

25 September 2007

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THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

Dear Councillor

17 September 2007

Your attendance is requested at a meeting of the Final Accounts & Audit Committee to be held on **Tuesday 25 September 2007** starting at 6.00pm, in Committee Rooms A, B & C Monkton Park Offices, Chippenham.

Yours sincerely

John Watling
Policy and Democratic Services Team Leader

Cllr KA Banks
Cllr RL Cinnamond
Cllr VH Greenman
Cllr JL Hall

Cllr SG Parker
Cllr A Pier
Cllr RL Tonge

To Group Leaders

Agenda only to all other Councillors



INVESTOR IN PEOPLE

AGENDA

1. Apologies For Absence

2. Membership of the Final Accounts & Audit Committee

The Policy and Democratic Services Team Leader will report on changes in membership under the provisions of the Local Government (Committees and Political Groups) Regulations 1990 and Council Procedure Rule Number 4.

3. Public Question Time/Receipt of Petitions

To receive public questions and/or petitions in accordance with the provision of Council Procedure Rules Numbers 11 and 12.

4. Chairman's Announcements

5. Minutes (*pages 5 - 10*)

To approve and sign as a correct record the Minutes of the Meeting held on 28 June 2007 (**copy attached**).

6. Declarations of Interest

To receive declarations of interest from Members in respect of any item contained in this Agenda.

7. Statement of Accounts (*Section 151 Officer*)

The purpose of Report No. 7, (**to follow**), is to approve the final Statement of Accounts for 2006/07.

8. Annual Governance Report 2006/07 (*Audit Commission – Deputy Chief Executive – covering report*)

The purpose of Report No. 8, (**to follow**), is to present the Annual Governance Report for 2006/07 produced by the Audit Commission.

9. Letter of Representation (*Section 151 officer*)

The purpose of Report No. 9, (**to follow**), is to receive the Letter of Representation.

10. Internal Audit Progress Report (*Auditor & Section 151 Officer*) (*pages 11 - 14*)

The purpose of Report No. 10 (**copy attached**) is to update the Final Accounts and Audit Committee on progress against the 2007/2008 Internal Audit Plan.

11. Audit Letter Action Plan (*Deputy Chief Executive*) (pages 15 - 26)

The purpose of Report No. 11, **(copy attached)**, is to present a progress update against the agreed recommendations arising from the Annual Audit and Inspection Letter for 2005/06 and the associated Use of Resources Assessment of March 2007.

12. Customer Focus Inspection Report (*Head of Customer Relations – Covering Report*) (pages 27 - 96)

The purpose of Report No. 12, **(copy attached)**, is to present the findings of the Audit Commission's Customer Focus inspection report for 2006/07.

13. Exclusion of the Press and Public

To consider and, if appropriate, pass the following resolution:

That under Schedule 12A of Section 100A(4) of The Local Government Act, 1972, the press and public be excluded from the remainder of the meeting on the grounds that the following item of business involves the likely disclosure of exempt information as defined below and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

Agenda item/Report name	Paragraph of the Act / Schedule describing the exemption
Agenda Item 14 – Risk Management - Strategic Risk Register	Paragraph 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).

14. Risk Management - Strategic Risk Register (*Deputy Chief Executive*) (pages 97 - 110)

The purpose of Report No. 14, **(copy attached)**, is to present to the Committee a summary of the Council's Strategic Risk Register.