

*Please ask for:*

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21 December 2022

**S U M M O N S**

**MEETING:** Standards & Audit Sub Board  
**DATE:** 5 January 2023  
**TIME:** 6.00 pm  
**PLACE:** Council Chamber  
**Democratic Services contact:** Linda Coote

DAVID WILLIAMS  
CHIEF EXECUTIVE

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**MEMBERS OF THE BOARD**

Councillor Pepper (Chairman)

Councillor Mrs Cully  
Councillor Hylands

Councillor Marshall  
Councillor Raffaelli

## **FIRE PRECAUTIONS**

(To be read by the Mayor if members of the public are present)

**In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.**

### **IMPORTANT NOTICE:**

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request.

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

### **NOTE:**

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off or switched to silent for the duration of the meeting.
- iii. This meeting may be filmed or otherwise recorded. By attending this meeting, you are consenting to any broadcast of your image and being recorded.

**AGENDA**

1. APOLOGIES FOR NON ATTENDANCE
2. DECLARATIONS OF INTEREST
3. MINUTES OF THE MEETING OF THE SUB BOARD HELD ON 17 NOVEMBER 2022 (Pages 5 - 8)
4. DEPUTATIONS- STANDING ORDER 3.4

*(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on 3<sup>rd</sup> January 2023. The total time for deputations in favour and against a proposal shall not exceed 10 minutes)*

5. PUBLIC QUESTIONS - STANDING ORDER 3.5

*(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on 3<sup>rd</sup> January 2023)*

6. RIPA POLICY REVIEW AND USE (Pages 9 - 50)

To update members on the Council's use of its powers under the Regulation of Investigatory Powers Act (RIPA) Act.

To note that the Council's RIPA Policy has been reviewed and no updates were made.

7. RISK POLICY AND REGISTER (Pages 51 - 62)

To seek approval from members in regard to the Risk Policy 2022, following a review and update.

To present the Corporate Risk Register, for noting. As at December 2022, in line with the Risk Management Policy.

8. AUDIT PROGRESS REPORT TO 1ST APRIL TO 13TH DECEMBER 2022 (Pages 63 - 76)

Standards & Audit Sub Board  
5 January 2023

To update the Sub Board on the progress of the Audit Plan 2022/23, agreed (June 2022) to the members with responsibility for governance.

9. ANY OTHER ITEMS