

Please ask for:

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3 January 2024

S U M M O N S

MEETING: Standards & Audit Sub Board
DATE: 11 January 2024
TIME: 6.00 pm
PLACE: Council Chamber
Democratic Services contact: Linda Coote

Debbie Gore
Chief Executive

MEMBERS OF THE BOARD

Councillor Mrs Cully
Councillor Hutchison
Councillor Hylands

Councillor Pepper
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 16 NOVEMBER 2023 (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 9 January 2024. 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 9 January 2024)

6. DATA BREACH REPORT (Pages 9 - 14)

To inform the Committee of any Data Security Breaches and actions agreed/taken since the last meeting

7. INTERNAL AUDIT PROGRESS REPORT AND UPDATED AUDIT CHARTER & CODE OF ETHICS (Pages 15 - 44)

To update the sub board on the progress of the Audit Plan 2023/24, agreed (April 2023), to the Members with responsibility for governance.

To present the reviewed Audit Charter & Code of Ethics to the board for approval, as set out in Appendix B.

8. RISK REGISTER UPDATE (Pages 45 - 50)

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To present the Strategic Risk Register, for noting, as at December 2023, in line with the Risk Management Policy.

9. ANY OTHER ITEMS