

Date of issue: Wednesday, 26 February 2020

<b>MEETING:</b>	<b>AUDIT AND CORPORATE GOVERNANCE COMMITTEE</b> (Councillors Sabah (Chair), Wright (Vice Chair), Ali, Akram, D Parmar, S Parmar and Plenty)  <b>CO-OPTED INDEPENDENT MEMBERS:</b> Alan Sunderland, Iqbal Zafar  <b>PARISH COUNCIL MEMBERS:</b> Parish Councillor Brooker (Britwell) Parish Councillor Escott (Colnbrook with Poyle) Parish Councillor Iftakhar Ahmed (Wexham Court)  <b>INDEPENDENT PERSON</b> Dr Louis Lee
<b>DATE AND TIME:</b>	THURSDAY, 5TH MARCH, 2020 AT 6.30 PM
<b>VENUE:</b>	COUNCIL CHAMBER - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL
<b>DEMOCRATIC SERVICES OFFICER:</b> (for all enquiries)	SHABANA KAUSER  01753 787503

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



**JOSIE WRAGG**  
Chief Executive

**AGENDA**

**PART I**

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
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Apologies for absence.



<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
1.	Declarations of Interest	-	-
	<i>All Members who believe they have a Disclosable Pecuniary or other Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 4 paragraph 4.6 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.</i>		
2.	Minutes of the Last Meeting held on 9th December 2019	1 - 6	-
	<b>CORPORATE GOVERNANCE ISSUES</b>		
3.	Regulation of Investigatory Powers (RIPA) Activity 2019	7 - 10	All
4.	LGA Peer Review on Governance - Interim Report	11 - 14	All
5.	Schedule of Activity - Councillors' Code of Conduct	15 - 30	All
6.	Local Government and Social Care Ombudsman - Complaints, Findings and Recommendations	31 - 38	All
7.	Revision of the Constitution	39 - 58	All
8.	Members Performance Report - May 2019 to February 2020	59 - 64	All
	<b>AUDIT ISSUES</b>		
9.	Internal Audit Plan 2020/21	65 - 86	All
10.	Internal Audit Progress Report - Quarter 4	87 - 106	All
11.	Interim External Audit Findings Report	To Follow	All
12.	Risk Management Update - Quarter 4 2019/20	107 - 116	All
13.	Audit & Risk Management Update - Quarter 4 2019/20	117 - 126	All
14.	Exception reporting to Overview and Scrutiny	-	-
15.	Forward Work Programme	127 - 128	-
16.	Members Attendance Record 2019/20	129 - 130	-

**AGENDA**  
**ITEM**

**REPORT TITLE**

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**WARD**

17. Date of Next Meeting - 30th July 2020

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\* Parish Council representatives are invited to attend and speak on agenda items relating to the Code of Conduct (5 and 7).

**Press and Public**

**Attendance and accessibility:** You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before any items in the Part II agenda are considered. For those hard of hearing an Induction Loop System is available in the Council Chamber.

**Webcasting and recording:** The public part of the meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The footage will remain on our website for 12 months. A copy of the recording will also be retained in accordance with the Council's data retention policy. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

In addition, the law allows members of the public to take photographs, film, audio-record or tweet the proceedings at public meetings. Anyone proposing to do so is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

**Emergency procedures:** The fire alarm is a continuous siren. If the alarm sounds Immediately vacate the premises by the nearest available exit at either the front or rear of the Chamber and proceed to the assembly point: The pavement of the service road outside of Westminster House, 31 Windsor Road.

