

# Monitoring and Audit Committee

<b>Date:</b>	Tuesday, 21 <sup>st</sup> November 2017
<b>Time:</b>	7.00pm
<b>Venue:</b>	Committee Room, Municipal Offices.
<b>Committee Administrator</b>	David Pope (01536) 535661 e-mail: davidpope@kettering.gov.uk

## AGENDA

1. Apologies
2. Minutes of the meeting of the Committee held on 12<sup>th</sup> September 2017 to be approved as a correct record and signed by the Chair.
3. Declarations of Interest\*
  - Disclosable Pecuniary Interests
  - Personal Interests
4. Any matters referred to the Committee for a decision in relation to a call-in to be considered
5. Any responses of the Executive to reports of Scrutiny Committees to be considered where appropriate.
6. The Chair of the Committee to ask members of the public present if they wish to speak on any public items on the Agenda.
7. Any items of urgency the Chair decides should be considered.

## 8. Reports

<u>Ref.</u>	<u>Report</u>	<u>Presented By</u>
A1	External Audit Report - Annual Audit Letter	KPMG
A2	Internal Audit Charter	Mark Watkins (CWAS) / Mark Dickenson
A3	Risk Management Update	Mark Dickenson
A4	Key Updates a) Homelessness Update b) Welfare Reform	John Conway Rob Thompson
A5	Key Performance Information Booklet	Guy Holloway
A6	Work Programme	Lisa Hyde

*\* Members are asked to make any declarations of financial or other interests they may have in relation to items on this agenda. Members are reminded to make a declaration at any stage throughout the meeting if it becomes apparent that this may be required when a particular item or issue is considered.*

*\*\* If a member of the Committee has a question on any matter arising from this item, it would be appreciated if they could contact David Pope so that an update can be provided at the meeting.*

***The membership of this Committee is: -***

***Councillors Jonathan West (Chair), Anne Lee (Deputy Chair), John Currall, Jenny Henson, Paul Marks, Mike Tebbutt and Greg Titcombe***

Substitutes:- June Derbyshire, Cliff Moreton, David Soans, Margaret Talbot, Maggie Don, Mick Scrimshaw

## **Fire Alarm**

All meetings shall be adjourned immediately on the sounding of the fire alarm. The alarm is a continuous two-tone siren. On hearing the alarm please leave the building by the nearest emergency exit. There are emergency exits at both ends of the corridor outside the meeting rooms. On leaving the building please cross the car park and assemble on the grassed area by the church. Do not attempt to drive out of the car park as this may impede the arrival of emergency vehicles. Please do not return to the building until you are told it is safe to do so by a Council employee

## **Toilets**

There are toilets in the corridor off the main entrance to the building you came through to get to the meeting room.

## **Facilities for Babies and Children**

If you wish to use a private area to feed your baby please ask a member of staff. There are changing facilities in the corridor off the main entrance adjacent to the toilets.

## **Access for Disabled People**

There are allocated parking bays outside the main entrance to the Municipal Offices for disabled people. The meeting rooms are located on the ground floor and access is gained for wheelchair users via the main entrance. If you require assistance, please ask the attendant on duty in the reception area.

## **No Smoking**

Smoking is not permitted in the Municipal Offices.

## **Private and Confidential Items**

The press and members of the public can be excluded from business of the meeting on the grounds that it involves items of business which include the likely disclosure of exempt information as defined by Paragraphs 1-7 of *the Local Government (Access to Information) (Variation) Order 2006 in respect of Schedule 12A to the Local Government Act 1972*. The reason for discussing the issue in private is indicated on the Order of Business.