



# Sevenoaks

## DISTRICT COUNCIL

Despatched: 05.03.12

### **PERFORMANCE AND GOVERNANCE COMMITTEE**

**13 March 2012 at 7.00 pm**  
**Conference Room - Council Office**

### **AGENDA**

#### **Membership:**

Chairman: Fittock Vice-Chairman: Walshe

Cllrs. Mrs. Bayley, Clark, Mrs. Cook, Davison, Dickins, Firth, Gaywood, Grint, Hogarth,  
London, McGarvey and Piper

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence.		
1. <b>Minutes</b>	(Pages 1 - 6)	Vanessa Etheridge
Minutes of the Meeting of the Performance and Governance Committee held on 10 January 2012.		
2. <b>Declarations of interest.</b>		
3. <b>Formal Response or Consultation Requests from the Cabinet and/or Select Committees following matters referred by the Committee:</b>	(Pages 7 - 8)	
(a) Treasury Management (Cabinet – 9 February 2012)		
4. <b>Actions from the last meeting of the Committee.</b>	(Pages 9 - 10)	
5. <b>To receive the minutes of the Finance Advisory Group for information.</b>	(Pages 11 - 16)	David Lagzdins
Minutes of the meeting held on 25 January 2012.		
6. <b>Future Business, the Work Plan 2011/12 and the Forward Plan.</b>	(Pages 17 - 18)	
Members will develop a schedule of work over the year to reflect the terms of reference of the Committee focussing on the Council's priorities for policy development. This includes opportunities to invite other organisations who provide services in the District to provide information to the Committee and discuss issues of importance to the Community.		

7.	<b>Audit Commission - Audit Plan and Update.</b>	(Pages 19 - 64)	Adrian Rowbotham
8.	<b>Argyle Road Offices, Sevenoaks - Occupancy Report.</b>	(Pages 65 - 68)	Jim Latheron
9.	<b>Update of the Council's Anti-Fraud and Corruption Strategy to reflect the requirements of the Bribery Act 2010</b>	(Pages 69 - 82)	Bami Cole
10.	<b>Annual Internal Audit Plan 2012/13</b>	(Pages 83 - 102)	Bami Cole
11.	<b>Internal Audit Progress Report - Quarter 3</b>	(Pages 103 - 114)	Bami Cole
12.	<b>Performance Monitoring</b>	(Pages 115 - 128)	Lee Banks
13.	<b>Budget Monitoring -January 2012 Figures</b>	(Pages 129 - 134)	Adrian Rowbotham

### **CONSIDERATION OF EXEMPT INFORMATION**

Recommendation: That, under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the ground that likely disclosure of exempt information is involved as defined by the relevant paragraph as respectively identified of Schedule 12(A) to the Local Government Act 1972:

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

**The Democratic Services Team (01732 227241)**