

Penallta House,  
Tredomen Park,  
Ystrad Mynach,  
Hengoed CF82 7PG

Ty Penallta,  
Parc Tredomen,  
Ystrad Mynach,  
Hengoed CF82 7PG



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For all enquiries relating to this agenda please contact Amy Dredge  
(Tel: 01443 863100 Email: [dredga@caerphilly.gov.uk](mailto:dredga@caerphilly.gov.uk))

**Date: 4th June 2019**

Dear Sir/Madam,

A meeting of the **Audit Committee** will be held in the **Sirhowy Room - Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 11th June, 2019** at **2.00 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meetings and you may be escorted from the premises.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy'.

**Christina Harrhy**  
INTERIM CHIEF EXECUTIVE

## AGENDA

Pages

- 1 To appoint a Chair and Vice-Chair for the Ensuing Year.
- 2 To receive apologies for absence.

A greener place Man gwyrddach



3 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

- 4 Audit Committee held on the 23rd April 2019. 1 - 6

To receive and consider the following reports: -

- 5 Audit Committee Forward Work Programme. 7 - 10
- 6 Regulator Proposals for Improvement Progress Update. 11 - 18
- 7 Draft Annual Governance Statement for 2018/19. 19 - 32
- 8 Public Sector Internal Audit Standards - Action Plan Progress Update. 33 - 52
- 9 Updated Code of Corporate Governance and Terms of Reference for the Corporate Governance Review Panel. 53 - 78

To receive and note the following information items:-

- 10 Annual Review of Complaints Received Under the Council's Corporate Complaints Policy - 1st April 2018 - 31st March 2019. 79 - 100
- 11 Corporate Governance Panel Minutes held on 2nd April 2019. 101 - 102
- 12 Regulation of Investigatory Powers Act 2000. 103 - 106
- 13 Officers Declarations of Gifts and Hospitality - January to March 2019. 107 - 110

*\*If a member of the Audit Committee wishes for any of the above information reports to be brought forward for discussion at the meeting please contact Amy Dredge, 01443 863100, by 10.00 a.m. on Monday 10th June 2019.*

**Circulation:**

Councillors M.A. Adams, Mrs E.M. Aldworth, J. Bevan, A. Gair, Ms J. Gale, C.P. Mann, D.T. Hardacre, B. Miles, Mrs T. Parry, Mrs M.E. Sargent (Chair), G. Simmonds and J. Simmonds

Lay Member – Mr N.D. Yates (Vice Chair)

Auditors –Ms N. Jenkins (Wales Audit Office), Ms G. Hawkins (Grant Thornton UK LLP) and Mr B. Morris (Grant Thornton UK LLP)

And Appropriate Officers.

#### **HOW WE WILL USE YOUR INFORMATION**

Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk). except for discussions involving confidential or exempt items.

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