

Penallta House,
Tredomen Park,
Ystrad Mynach,
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Parc Tredomen,
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For all enquiries relating to this agenda please contact Charlotte Evans
(Tel: 01443 864210 Email: EVANSCA1@caerphilly.gov.uk)

Date: 4th March 2015

Dear Sir/Madam,

A meeting of the **Audit Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 11th March, 2015** at **10.00 am** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

AGENDA

- | | Pages |
|---|-------|
| 1 To receive apologies for absence. | |
| 2 Declarations of Interest.
Councillors and Officers are reminded of their personal responsibility to declare any 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: - | |
| 3 Audit Committee held on 10th December 2014 (minute nos. 1 - 11). | 1 - 6 |
| To receive and consider the following reports: - | |

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4	Business Continuity Management.	7 - 10
5	Regulation of Investigatory Powers Act 2000 (RIPA).	11 - 14
6	Update on the Numbers of Complaints Received Under The Council's Corporate Complaints Policy.	15 - 20
7	Procedure Relating to School Based Complaints.	21 - 24
8	Caerphilly County Borough Council Partnerships and Collaborations Update.	25 - 30
9	Internal Audit Services Annual Audit Plan.	31 - 40
10	Internal Audit Services Action Plan.	41 - 44
To receive and note the following information items*:-		
11	Officers Declarations of Gifts and Hospitality.	45 - 50
12	Audit Committee Forward Work Programme.	51 - 54
13	Minutes of the Corporate Governance Review Panel - 21st November 2014.	55 - 56

**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 Charlotte Evans, 01443 864210, by 10.00 a.m. on Tuesday 10th March 2015.*

Circulation:

Councillors Mrs E.M. Aldworth, Mrs K.R. Baker, D.G. Carter, N. Dix, J.E. Fussell, N. George, D. Havard (Vice Chair), C. Hawker, S. Morgan, Mrs G.D. Oliver, J.A. Pritchard and D. Rees (Chair)

Lay Member – Mr N.D. Yates

Auditors - Ms S.J. Byrne (PriceWaterhouseCoopers LLP), Mr I. Davies (PriceWaterhouseCoopers LLP), Mrs L. Pamment (PriceWaterhouseCoopers LLP), Ms J. Joyce (Wales Audit Office) and Ms N. Jenkins (Wales Audit Office)

And Appropriate Officers.