

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

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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: 2nd December 2015

Dear Sir/Madam,

A meeting of the **Audit Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 9th December, 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: -

- | | |
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| 3 Audit Committee Meeting held on 9th September 2015 (minute nos. 1 - 12). | 1 - 6 |
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To receive and consider the following reports: -

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4	Presentation on Findings of our Data Quality Review.	7 - 16
5	Request for Report on Complaints and Representations - Caerphilly Homes.	17 - 20
6	Review of a) The Corporate Complaints Policy and b) The Policy and Procedure for Dealing with Unacceptable Persistent and Unreasonable Actions by Complainants.	21 - 42
7	Regulator Proposals for Improvement Progress Update.	43 - 50
8	Corporate Risk Monitoring.	51 - 60
9	Update in Respect of the Area for Improvement in the Annual Governance Statement for 2014/15.	61 - 66
10	Audit Committee Forward Work Programme.	67 - 70
To receive and note the following information items:-		
11	Examples of a Partially Upheld Complaint Under The Corporate Complaints Policy.	71 - 74
12	Regulation of Investigatory Powers Act 2000.	75 - 78
13	Officers Declarations of Gifts and Hospitality.	79 - 82
14	Certificate of Compliance - Audit of Caerphilly County Borough Council's Assessment of 2014-15 Performance.	83 - 86
15	Annual Audit Letter — Caerphilly County Borough Council 2014-15.	87 - 88
16	Update on Caerphilly County Borough Council Partnership and Collaborations Work Programme.	89 - 106
17	Corporate Governance Panel Minutes - 22nd May 2015.	107 - 108
18	Corporate Governance Panel Minutes - 28th September 2015.	109 - 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 Charlotte Evans, 01443 864210, by 10.00 a.m. on Tuesday 8th December 2015.*

Circulation:

Councillors L. Ackerman, Mrs E.M. Aldworth, Mrs K.R. Baker, D.G. Carter, N. Dix, Ms J. Gale, C. Hawker, Ms J.G. Jones, Mrs G.D. Oliver, J.A. Pritchard, D. Rees (Chair) and J. Simmonds

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

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.