

13 November 2013

Dear Councillor

PERFORMANCE AND AUDIT COMMITTEE

A meeting of the Performance and Audit Committee will be held at the Council Offices, London Road, Saffron Walden, on Thursday 21 November 2013 at 7.45 pm, or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Chief Executive

Commencing at 7.30 pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given two working days' prior notice.

**A G E N D A
P A R T I**

1	Apologies for absence and declarations of interest.	
2	Minutes of the meeting held on 26 September 2013	1
3	Matters arising.	
4	Audit Committee Briefing	6
5	Annual Audit Letter 2012/13	16
6	Internal Audit Charter	28
7	Internal Audit Progress Report	52
8	Q2 Performance 2013-14	59

9	Q2 Corporate Risk Register 2013-14	70
10	Any other items that the Chairman considers to be urgent.	

To: Councillors:, K Artus, K Eden, M Felton, **S Howell**, D Jones, A Ketteridge, E Oliver, E Parr, J Parry, D Sadler.

Lead Officer: Richard Auty (01799 510500)
Democratic Services Officer: Maggie Cox (01799 510433)

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk.

Members of the public and representatives of parish and town councils are now permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report. If you want to inspect background papers or speak before a meeting please contact either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Rebecca Dobson 01799 510433, or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

FACILITIES FOR PEOPLE WITH DISABILITIES

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate. If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email psnow@uttlesford.gov.uk as soon as possible prior to the meeting.

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wait immediately next to the building. Do not re-enter the building until told to do so