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21 January 2013

**TO: COUNCILLORS POPE, FORSHAW, CHEETHAM, DERELI, GAGEN,
GRANT, G HODSON, JONES, PENDLETON,
PRYCE-ROBERTS AND WESTLEY**

Dear Councillor,

A meeting of the **AUDIT AND GOVERNANCE COMMITTEE** will be held in the **CABINET & COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK** on **TUESDAY 29 JANUARY 2013** at **7:00PM** at which your attendance is requested.

Yours faithfully,

Gill Rowe
Managing Director (People and Places)

A G E N D A
(Open to the Public)

1. APOLOGIES

2. MEMBERSHIP OF THE COMMITTEE

To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.

3. DECLARATIONS OF INTEREST

If a member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.) **Page(s) 233 to 234**

4. MINUTES

To receive as a correct record the Minutes of Meeting of Audit and Governance Committee held on Tuesday 25 September 2012. **Page(s) 235 to 238**

5. **RISK MANAGEMENT FRAMEWORK**
To consider the report of the Borough Treasurer. **Page(s) 239 to 242**
6. **INTERNAL AUDIT ACTIVITIES - APRIL TO DECEMBER 2012**
To consider the report of the Borough Treasurer. **Page(s) 243 to 248**
7. **REGULATION OF INVESTIGATORY POWERS ACT - QUARTERLY MONITORING OF USE OF POWERS**
To consider the report of the Borough Solicitor. **Page(s) 249 to 252**
8. **INTERNAL AUDIT CHARTER**
To consider the report of the Borough Treasurer. **Page(s) 253 to 264**
9. **COUNCIL INSURANCE ARRANGEMENTS**
To consider the report of the Borough Treasurer. **Page(s) 265 to 270**
10. **INFORMATION GOVERNANCE/DATA PROTECTION**
To consider the report of the Borough Solicitor. **Page(s) 271 to 334**
11. **ANNUAL AUDIT LETTER 2011/12 AND PLANNED AUDIT FEE 2012/13**
To consider the report of the Borough Treasurer. **Page(s) 335 to 342**
12. **REVIEW OF ANTI MONEY LAUNDERING POLICY**
To consider the report of the Borough Treasurer. **Page(s) 343 to 366**
13. **WORK PROGRAMME**
To consider the Work Programme for 2013/14. **Page(s) 367 to end**

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Jacky Denning on 01695 585384

or email jacky.denning@westlancs.gov.uk

FIRE PRECAUTIONS ACT 1971
FIRE EVACUATION PROCEDURE FOR MEETINGS WHERE OFFICERS ARE
PRESENT
(52 DERBY STREET, ORMSKIRK)

PERSON IN CHARGE: Most Senior Officer present
ZONE WARDEN: Member Services Officer

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **DO NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

CHECKLIST FOR PERSON IN CHARGE

The Person in Charge must take the following actions:

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the Zone Warden is aware of their role and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate/practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to the HOME CARE LINK SECTION in Westec House, in order to ensure that a back-up call is made to the **FIRE AND RESCUE SERVICE**.
4. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, i.e. that the rooms in use have been cleared of all persons.
5. If an Attendance Register has been taken, take a **ROLL CALL**.

6. Report the results of these checks to the **FIRE AND RESCUE OFFICER IN CHARGE** on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
7. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE OFFICER IN CHARGE**.

NOTE:

The Fire Alarm system will automatically call the FIRE AND RESCUE SERVICE. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.