

Governance & Constitution Committee

Agenda

Date: Thursday, 21st January, 2010

Time: 2.00 pm

Venue: The Capesthorne Room - Town Hall, Macclesfield SK10 1DX

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide three clear working days' notice, in writing, in order for an informed answer to be given.

4. **Minutes of Previous meeting** (Pages 1 - 8)

To approve the minutes of the meeting held on 19th November 2009.

5. **Crewe Community Governance Review** (Pages 9 - 16)

To consider the recommendation from the meeting of the Community Governance Review Member Group held on 19th January 2010, to be reported at the meeting.

6. **Calendar of Meetings for 2010-2011** (Pages 17 - 42)

To consider the draft Calendar of Meetings for Cheshire East Council for 2010-2011.

7. **Council Procedure Rules – Definition of “Clear Working Days”** (Pages 43 - 46)

To consider a report confirming the legal definition of “Clear Working Days” for the purpose of use, as appropriate, in conjunction with timescales and deadlines in the Constitution.

8. **Member Access to Part II and Confidential Reports** (Pages 47 - 50)

To consider a report on rights of access for Members to Part II and confidential reports.

9. **Annual Audit Letters for the Demised Authorities of Cheshire East Council**
(Pages 51 - 64)

To receive a report on the Annual Audit Letters for the Demised Authorities of Cheshire East Council.

10. **2009/10 Audit Plan** (Pages 65 - 98)

To receive a report on the Audit Plan for 2009/10 and the Protocol for Joint Working with Internal Audit.

11. **Update on Annual Governance Statement** (Pages 99 - 110)

To consider a report summarising the situation on Annual Governance Statements for 2008/09 and 2009/10 and recommending a process for completion of the AGS for 2009/10.

12. **Internal Audit Plan 2009/10 and Update Report** (Pages 111 - 134)

To consider a report updating the Governance and Constitution Committee on internal audit issues arising, progress against the Audit Plan 2009/10, revisions to the Plan and a summary of work during the period and in the remainder of the year.

13. **Managing Risks** (Pages 135 - 150)

To provide an update on the management of the Strategic Risks for the Council.

(There are no Part 2 items)