



**TO THE CHAIRMAN AND MEMBERS OF THE  
STANDARDS AND AUDIT COMMITTEE**

You are hereby summoned to attend a meeting of the Standards and Audit Committee to be held on Thursday, 2 March 2023 at 7.00 pm in the Council Chamber, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL.

The agenda for the meeting is set out below.

JULIE FISHER  
Chief Executive

NOTE: Filming Council Meetings

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website ([www.woking.gov.uk](http://www.woking.gov.uk)). The images and sound recording will also be used for training purposes within the Council. Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed.

## **AGENDA**

### **PART I - PRESS AND PUBLIC PRESENT**

1. Election of Vice-Chairman  
To elect a Vice-Chairman for the remainder of the Municipal Year.
2. Minutes  
To approve the minutes of the meeting of the Standards and Audit Committee held on 24 November 2022 as published.
3. Apologies for Absence  
To receive any apologies for absence.
4. Declarations of Interest (Pages 5 - 6)
  - (i) To receive declarations of interest from Members and Officers in respect of any item to be considered at the meeting.
  - (ii) In accordance with the Officer Employment Procedure Rules, the Strategic Director - Corporate Resources, Kevin Foster declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Foster may advise on those items.

5. Urgent Business

To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

**Matters for Determination**

6. Update on External Audit STA23-001

Report to follow.

Reporting Person – Steve Bladen (BDO) / Leigh Clarke

7. Internal Audit Strategy and Proposed Annual Plan 2023/24 STA23-003 (Pages 7 - 16)

Reporting Person – Graeme Clarke / Juan Fosco (Mazars)

8. Internal Audit Progress Report STA23-004 (Pages 17 - 30)

Reporting Person – Graeme Clarke / Juan Fosco (Mazars)

9. Review of the Amended Constitution STA23-005 (Pages 31 - 362)

Reporting Person – Joanne McIntosh

10. Update on Health and Safety E-learning STA23-006

Report to follow.

Reporting Person – Joanne McIntosh

AGENDA ENDS

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For further information regarding this agenda and arrangements for the meeting, please contact Doug Davern on 01483 743018 or email [doug.davern@woking.gov.uk](mailto:doug.davern@woking.gov.uk)



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