

**When telephoning, please ask for:** Tracey Coop  
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**Our reference:**  
**Your reference:**  
**Date:** Tuesday, 1 May 2018



**Rushcliffe Community  
Contact Centre**  
Rectory Road  
West Bridgford  
Nottingham  
NG2 6BU

To all Members of the Corporate Governance Group

Dear Councillor

A Meeting of the Corporate Governance Group will be held on Thursday, 10 May 2018 at 7.00 pm in Council Chamber Area B, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Glen O'Connell'.

Glen O'Connell  
Monitoring Officer

## **AGENDA**

1. Apologies for absence
2. Declarations of Interest
3. Minutes of the Meeting held on 8 February 2018 (Pages 1 - 10)
4. External Audit Plan 2017/18 (Pages 11 - 40)  
The report of the Executive Manager – Finance and Corporate Services
5. Internal Audit Progress Report 2017/18 (Pages 41 - 58)  
The report of the Executive Manager – Finance and Corporate Services
6. Internal Audit Annual Report 2017/18 (Pages 59 - 74)  
The report of the Executive Manager – Finance and Corporate Services
7. Internal Audit Strategy 2018-2021 (Pages 75 - 100)  
The Report of the Executive Manager – Finance and Corporate Services

**In person**  
Monday to Friday  
8.30am - 5pm  
First Saturday of  
each month  
9am - 1pm

**By telephone**  
Monday to Friday  
8.30am - 5pm

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0115 981 9911  
**Email:**  
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[www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk)

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Council  
Rushcliffe Arena  
Rugby Road  
West Bridgford  
Nottingham  
NG2 7YG



8. GDPR & ISO27001 Update (Pages 101 - 108)  
The Report of the Chief Information Officer
9. Risk Management Update (Pages 109 - 116)  
The Report of the Executive Manager – Transformation and Operations
10. Annual Governance Statement (Pages 117 - 130)  
The report of the Executive Manager – Finance and Corporate Services
11. Work Programme (Pages 131 - 134)  
The report of the Executive Manager – Finance and Corporate Services

### Membership

Chairman: Councillor K Beardsall  
Vice-Chairman: Councillor G Davidson  
Councillors: A Brown, M Buckle, N Lawrence, A MacInnes, S Matthews,  
F Purdue-Horan and Mrs J Smith

<b>Meeting Room Guidance</b>
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**Fire Alarm Evacuation:** in the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble at the far side of the plaza outside the main entrance to the building.

**Toilets:** are located to the rear of the building near the lift and stairs to the first floor.

**Mobile Phones:** For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

**Microphones:** When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.