



**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, 11 April 2024 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.

RICHARD CARR  
Managing Director Commissioner

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. Minutes (Pages 3 - 8)  
To approve the minutes of the meeting of the Standards and Audit Committee held on 29 February 2024 as published.
2. Apologies for Absence  
To receive any apologies for absence.
3. Declarations of Interest (Pages 9 - 10)
  - (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.
4. 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**

5. Internal Audit Charter STA24-007 (Pages 11 - 20)  
Reporting Person – Graeme Clarke and Kirk Harrison (Mazars)
6. Internal Audit Service Progress Update STA24-008 (Pages 21 - 34)  
Reporting Person – Graeme Clarke and Kirk Harrison (Mazars)
7. Internal Audit Strategy and Proposed 2024/25 Plan STA24-009 (Pages 35 - 48)  
Reporting Person – Graeme Clarke and Kirk Harrison (Mazars)
8. Alpha Road - Audit Outcome STA24-010 (Pages 49 - 60)  
Reporting Person – Kevin Foster

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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