



**Service Director – Legal, Governance and
Commissioning**

Samantha Lawton

Governance and Commissioning

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Decision Summary

Committee:
AUDIT COMMITTEE

Date:

Committee Clerk:

TEL:

CORPORATE GOVERNANCE AND

FRIDAY 26 SEPTEMBER 2025

Nicola Sylvester

01484 221000

Chair

Councillor John Taylor

Councillors Attended

Councillor James Homewood

Councillor Caroline Holt

Councillor Harry McCarthy

Councillor Kath Pinnock

Attendees

Rachel Spencer-Henshall, Deputy Chief Executive

Samantha Lawton, Service Director, Legal, Governance and Commissioning

Kevin Mulvaney, Service Director, Finance

Martin Dearnley, Head of Audit & Risk

Sarah S Brown, Head of Welfare & Exchequer

Erin Wood, Information Governance Manager

Laura Burrell, Elections Manager

Nick Howe, Policy & Partnership Manager

Helen Kilroy, Assistant Democracy Manager

Sharon Salvanos, Electoral Officer

Gareth Mills, Grant Thornton

Greg Charnley, Grant Thornton

Co-optees

Nicholas Booth

Andrew North

Ex-Officio Members

Councillor Nosheen Dad, Cabinet Member - Adult Social Care and Corporate

Councillor Graham Turner, Cabinet Member - Finance and Regeneration

Apologies

Councillor Angela Sewell

2 Minutes of Previous Meeting

To approve the Minutes of the meeting of the Committee held on 1st August 2025.

RESOLVED- That the minutes of the meeting held on 1st August 2025 be approved as a correct record.

7 Representation on Outside Bodies 2025/26

To receive the Representation on Outside Bodies 2025/26 report.

Contact: Helen Kilroy, Assistant Democracy Officer.

RESOLVED- That the Representation on Outside Bodies 2025/26 report be noted.

8 Annual report on Bad Debt Write-Offs 2024/25

To receive the Annual report on Bad Debt Write-Offs 2024/25.

Contact: Sarah S Brown, Head of Welfare & Exchequer Services.

RESOLVED- That the Annual report on Bad Debt Write-Offs 2024/25 be noted.

9 Information Governance Annual Report 2024/25

To receive the Information Governance Annual Report 2024/25.

Contact: Erin Wood, Information Governance Manager & Data Protection Officer.

RESOLVED- That the Information Governance Annual Report 2024/25 be noted.

10 Interim Polling District and Places Review 2025

To consider the Interim Polling District and Places Review 2025 report.

Contact: Laura Burrell, Electoral Services Manager.

RESOLVED-

- 1) That the Polling district boundaries as detailed in Appendix 1 of the report

be agreed.

- 2) That the Polling scheme as detailed in Appendix 2 of the report be noted.
- 3) That the Polling districts as detailed in Appendix 3 of the report be noted.

11 Community Governance Review Terms of Reference and Timeline

To consider the Community Governance Review Terms of Reference and Timeline report.

Contact: Nick Howe, Policy and Partnership Manager.

RESOLVED- That the Terms of Reference and Timeline for the Community Governance Review as detailed in Appendix A of the report be agreed.

12 External Audit Update Report September 2025

To receive the External Audit Update Report dated September 2025.

Contact: Grant Thornton.

RESOLVED- That the External Audit Update Report, September 2025 be noted.

13 External Auditors Recommendation Report

To receive the External Auditors Recommendation Report.

Contact: Martin Dearnley, Head of Audit & Risk.

RESOLVED- That the External Auditors Recommendation Report be noted.

14 Internal Audit Plan for 2025/26 - Quarters 3 & 4

To consider the Internal Audit Plan for 2025/26 – Quarters 3 & 4 Report.

Contact: Martin Dearnley, Head of Audit & Risk.

RESOLVED-

- 1) That the proposed Audit Plan for 2025/26 be agreed.
- 2) That the resourcing position be noted.

15 Internal Audit Quarterly Report 1 2025/26 - April 2025 to June 2025

To receive the Internal Audit Quarterly Report 1 2025/26, April 2025 to June 2025.

Contact: Martin Dearnley, Head of Audit & Risk.

RESOLVED- That the Internal Audit Quarterly Report 1 2025/26 – April 2025 to June 2025 be noted.

16 Agenda Plan 2025/26

To review the Committees Agenda plan for 2025/26.

Contact: Nicola Sylvester, Principal Governance Officer.

RESOLVED- That the Agenda Plan 2025/26 be noted.
