

To: Councillors Blackhurst, Bradnack, Boyce (Chair),  
Hart, C. Rosenstiel (Vice-Chair) and Ward.  
Alternate: Reid



*Placed on public deposit on Tuesday 13 November*

## **CIVIC AFFAIRS COMMITTEE**

**Date:** Wednesday 23 January 2008

**Time:** 6.00pm

**Place:** Committee Room 1, The Guildhall

**Contact:** Gary Clift

**Direct Dial:** (01223) 457011

### **AGENDA**

1 **MINUTES**

To confirm the minutes of the meeting held on 21 November 2007

2 **APOLOGIES FOR ABSENCE**

3 **DECLARATIONS OF INTEREST**

4 **PUBLIC QUESTION TIME** – see below for detail of the scheme and other public information.

5 **DRAFT INTERNAL AUDIT PLAN FOR 2008/09**

**Pages 7 - 18**

(contact officer – Sarita Haggart 01223 458181)

6 **INTERNAL AUDIT TERMS OF REFERENCE**

**Pages 19 - 26**

(contact officer – Sarita Haggart 01223 4578181)

7 **RISK MANAGEMENT STRATEGY**

**Pages 27 - 30**

(contact officer – Karl Tattam 01223 458161)

### **Public Speaking**

You can ask questions or make a statement on an issue included on the agenda above, or on an issue which is within the Committee's terms of reference. Questions are normally asked during the slot on the agenda at the beginning of the meeting. If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

### **Emergency Evacuation**

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Do not attempt to use the lifts. Do not attempt to re enter the building until given the all clear by a member of the City Council Staff. City Council staff will provide assistance with leaving the building.

**The next meeting of Civic Affairs Committee is scheduled  
for Wednesday 16 April 2008 at 6pm.**