

To: All Members of the AUDIT & RISK
COMMITTEE
(Other Members for Information)

When calling please ask for:

Christine Elsasser, Democratic Services
Officer

Legal & Democratic Services

E-mail: christine.elsasser@waverley.gov.uk

Committees Line: 01483 523351

Calls may be recorded for training or monitoring

Date: 28 June 2024

Membership of the Audit & Risk Committee

Cllr Julian Spence (Chair)
Cllr Michael Higgins (Vice Chair)
Cllr Jerome Davidson
Cllr Alan Earwaker

Cllr David Beaman
Cllr Zoe Barker-Lomax
Cllr Maxine Gale

Dear Councillors

A meeting of the AUDIT & RISK COMMITTEE will be held as follows:

DATE: MONDAY, 8 JULY 2024

TIME: 7.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the meeting is set out below.

This meeting will be webcast and can be viewed on [Waverley Borough Council's YouTube channel](#) or by visiting www.waverley.gov.uk/webcast.

Yours sincerely

Susan Sale,
Joint Strategic Director Legal & Democratic Services & Monitoring Officer

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NOTE FOR MEMBERS

Members are reminded that contact officers are shown at the beginning of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DISCLOSURE OF INTERESTS**

To receive from Members, declarations of interests in relation to any items included on the Agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

3. **QUESTIONS BY MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public of which notice has been duly given in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 2 July 2024.

4. **QUESTIONS FROM MEMBERS**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 12.

The deadline for receipt of questions is 5pm on Tuesday 2 July 2024.

5. **PROPOSED CHANGES TO THE FINANCIAL PROCEDURE RULES** (Pages 1 - 86)

Purpose:

The report presents the proposed Financial Procedure Rules as part of the review of the Constitution of the Council.

Recommendation:

The Audit & Risk Committee is asked to recommend to full Council the revised Financial Procedure Rules, as set out in Appendix 1 to this report, be adopted into the Waverley Borough Constitution.

6. PROPOSED CHANGES TO THE CONTRACT PROCEDURE RULES (Pages 87 - 128)

Purpose:

The report presents the proposed Contract Procedure Rules as part of the review of the Constitution of the Council. It is good practice to keep the Contract Procedure Rules under review.

Recommendation:

The Audit & Risk Committee is asked to recommend to full Council that the revised Contract Procedure Rules, as set out in Appendix 1 to this report, be adopted into the Waverley Borough Council Constitution.

**For further information or assistance, please telephone
Christine Elsasser, Democratic Services Officer, on 01483 523351 or
by email at christine.elsasser@waverley.gov.uk**