



COTSWOLD
DISTRICT COUNCIL

AUDIT COMMITTEE AGENDA

Thursday 30 January 2020, 4.00 p.m.

Council Chamber, Trinity Road, Cirencester

NOTES

(i) Questions Arising on the Agenda

If any Member has any questions regarding either (a) an update/progress report on a specific item contained in the Minutes of the previous Meeting or (b) a report contained within the Agenda, he/she is requested to give advance notice of such question to the Director/Officer originating the report or to an Officer of the Democratic Services Section so that a full response can be made available either prior to, or at, the Meeting. If no such advance notification is given, a full response to any question cannot be guaranteed at the Meeting.

With specific regard to the Minutes of previous Meetings, Members' attention is drawn to Council Procedure Rule 17.1 which provides that, once the Minutes have been signed, Members may ask questions to ascertain what progress has been made on a particular matter referred to in the Minutes, but may not make any other statement or generate discussion on the Minutes.

(ii) Mobile Phones/Pagers

All mobile phones/pagers should be **SWITCHED OFF OR SET TO SILENT MODE BEFORE** the start of the Meeting.

(iii) Recording of Proceedings

The public proceedings of Council, Cabinet, and Committee Meetings may be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know before the start of the Meeting.

Recording/filming should not be disruptive or distracting to the good order and conduct of the Meeting. To assist with this, an area of the Meeting venue will be designated from which proceedings can be recorded/filmed, and 'roaming' around the venue while recording is not permitted. The Chair will exclude anyone whose behaviour is disruptive.

Recording/filming should only be of Members and Council Officers, and not any members of the public (unless they are formally addressing the Meeting or unless specific permission has been given by those individuals).

For further information, please read the Notices displayed inside and outside the Meeting venue and/or speak with the Committee Administrator.

(iv) Committee Administrator

If any Member has any general questions about the Meeting or the associated agenda papers, or is unable to attend, he/she is asked to contact Democratic Services 01285 623005.

Distribution:

All Members of the Audit Committee
(Councillors Patrick Coleman, Roly Hughes, Nick Maunder, Richard Morgan, Ray Theodoulou)

All other Councillors for information

Nigel Adams
Head of Paid Service

22 January 2020

AUDIT COMMITTEE : 30 JANUARY 2020

AGENDA

- (1) **Apologies**
- (2) **Substitute Members** - To note details of any substitution arrangements in place for the Meeting.

Note:

The procedures in respect of substitution arrangements are principally set out in Council Procedure Rule 29. Particular attention is drawn to the fact that the Head of Democratic Services must be notified of any intended substitution **by 5.00 p.m. on the working day prior to the day of the Meeting**. Please note that neither a Member of the Cabinet, nor the Chair of the Council, may substitute.

- (3) **Declarations of Interest** - To receive any declarations of interest from Members under:-
 - (i) the Code of Conduct for Members; and/or
 - (ii) Section 106 of the Local Government Finance Act 1992 (any Councillor who has Council Tax payments remaining unpaid for at least two months must declare an interest and not participate in any matter affecting the level of Council tax or arrangements for administering the Council Tax).

- (4) **Minutes**

To confirm the Minutes of the Meeting of the Committee held on 14 November 2019 (attached).

- (5) **Chair's Announcements** (if any)
- (6) **Public Questions** - Council Procedure Rule 10 - Not more than fifteen minutes allowed for written questions to be put by Local Government electors within the Cotswold District on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee.
- (7) **Member Questions** - Council Procedure Rule 11 - Not more than fifteen minutes allowed for written questions to be put by Members on any matter in relation to which the Council has any power or duties or which affects the district, and which falls within the Terms of Reference of the Committee.

Items for Consideration and Decision

- (8) **Internal Audit Monitoring Report**
(Chief Finance Officer)

To present Members with a summary of the activity undertaken by Internal Audit since the last Committee.

Officer Recommendation: To note the report.

Officer Ref: Jenny Poole (01285 623313)

- (9) **KPMG LLP Reports – Housing Benefit Subsidy Certification**
(Business Manager for Operational Support and Enabling)

To receive and discuss the Housing Benefit Subsidy Grant Certification Letter for 2018/19.

Officer Recommendation: To note the outcome of the housing benefit subsidy certification work

Officer Ref: Mandy Fathers (01285 623571)

- (10) **Capital, Investment and Treasury Management Strategies Report for 2020/2021**
(Chief Finance Officer)

To consider the draft Capital, Investment and Treasury Management Strategies for 2020/21.

Officer Recommendation: That the Capital, Investment and Treasury Management Strategies 2020/21 are considered and the views of the Committee reported to Cabinet and Council in February 2020.

Officer Ref: Jenny Poole (01285 623313)

- (11) **Corporate Risk Register Update**
(Head of Paid Service)

To update Committee on the changes to the Council's corporate risk register at the end of 2019/20 Q3.

Officer Recommendation: To note the updates to the Council's corporate risk register.

Officer Ref: Nigel Adams (01285 623202)

- (12) **Work Plan 2019/20**

To consider the Work Plan for 2019/20.

Other Matters

- (13) **Date of Next Meeting** – To be discussed at the meeting.

- (14) **Other Business** - Such other business which, in the opinion of the Chair, is urgent.

(END)