



**COTSWOLD  
DISTRICT COUNCIL**

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# **AUDIT COMMITTEE AGENDA**

**Tuesday 30th June 2015, 11.00 a.m.**

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**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 Chairman 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 of 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 Derek Chiplin on 01285 623204 who will be the Committee Administrator responsible for the Meeting.

Distribution:

All Members of the Audit Committee  
(Councillors T Cheung, PCB Coleman, BS Dare, R Theodoulou and LR Wilkins)

All other Councillors FOR INFORMATION

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

**Nigel Adams**  
Head of Democratic Services

22<sup>nd</sup> June 2015

# AUDIT COMMITTEE

## 30<sup>TH</sup> JUNE 2015

### 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 Chairman 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** -
  - (a) To receive, for information, the Minutes of the Meeting of the former Audit and Scrutiny Committee held on 28<sup>th</sup> April 2015 (attached);
  - (b) To confirm the Minutes of the Meeting of the Audit Committee held on 19<sup>th</sup> May 2015 (attached).
- (5) **Chairman'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) **Annual Internal Audit Opinion 2014/15 (Head of Internal Audit)**  
(Page 1)

To present a summary of the work undertaken by Internal Audit during 2014/15, and to give an overall opinion on levels of assurance resulting from such work.

Officer Recommendation

*That the Committee considers the report and makes comments on its contents as appropriate.*

Officer Ref: Robert Milford (01285 623350)

(9) **Annual Governance Statement (Head of Internal Audit)**  
(Page 13)

To present the draft Annual Governance Statement (AGS) for 2014/15 for approval.

Officer Recommendation

*That the Committee discusses the draft Annual Governance Statement and, subject to any alterations, approves the AGS for inclusion in the pre-audit Statement of Accounts.*

Officer Ref: Robert Milford (01285 623350)

(10) **Statement of Accounts 2014/15 (Chief Finance Officer)**  
(Page 33)

To update Members on progress on preparation of the Statement of Accounts for 2014/15.

Officer Recommendations

(a) *That Members discuss and note the key financial statements extract from the draft Statement of Accounts 2014/15;*

(b) *that Members review the draft Statement of Accounts 2014/15 and raise any questions or concerns with the Chief Finance Officer by 21<sup>st</sup> August 2015.*

Officer Ref: Jenny Poole (01285 623313)

(11) **Annual Treasury Management Review 2014/15, including Performance against Prudential Indicators (Head of GO Shared Services)**  
(Page 42)

To receive and discuss the report and to provide full Council with comments for consideration.

Officer Recommendations

(a) *That the Committee receives and discusses the Annual Treasury Management Review for 2014/15, and the associated updated Prudential Indicators;*

(b) *that the Committee agrees any comments to be passed to full Council (for when it considers this item).*

Officer Ref: Jenny Poole (01285 623313)

(12) **Grant Thornton Update (Head of GO Shared Services)**  
**(Page 53)**

To consider an update report from the Council's external auditors, Grant Thornton.

Officer Recommendation

*That the Committee discusses and notes the update report from Grant Thornton.*

Officer Ref: Jenny Poole (01285 623313)

(13) **Work Plan 2015/16**  
**(Page 67)**

To note the draft work plan for 2015/16 (**to follow**); and to identify any other matters for possible consideration.

Officer Ref: Nigel Adams (01285 623202)

(14) **Start Time for Future Meetings**

To agree a start time for future Meetings of the Committee.

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

(END)