



COTSWOLD
DISTRICT COUNCIL

AUDIT COMMITTEE

AGENDA

Tuesday 23rd August 2016, 10.00 a.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 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 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 AW Berry, T Cheung, PCB Coleman, R Theodoulou and LR Wilkins)

Notified Substitutes
(Councillor SI Andrews)

All other Councillors for information



for **Nigel Adams**
Head of Democratic Services

15th August 2016

MEMBERS ARE INVITED TO ATTEND AN 'EFFECTIVENESS OF THE AUDIT COMMITTEE' WORKSHOP WHICH WILL BE HELD IMMEDIATELY FOLLOWING THE CLOSE OF THIS MEETING

AUDIT COMMITTEE : 23RD AUGUST 2016

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**

To confirm the Minutes of the Meeting of the Committee held on 28th June 2016 (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) **Letter of Representation 2015/16 (Chief Finance Officer)**
(Page 1)

To consider the Council's Letter of Representation 2015/16

Officer Recommendation

That the Committee considers the Letter of Representation 2015/16 and approves it for signature by the Chairman of the Committee and the Chief Finance Officer, on behalf of the Council.

Officer Ref: Jenny Poole (01285 623313)

- (9) **Grant Thornton - The Audit Findings for Cotswold District Council Year Ended 31st March 2016 (Chief Finance Officer)**
(Page 7)

To consider the external auditor's Audit Findings report 2015/16.

Officer Recommendation

That the Committee considers the information detailed in the report and uses it to support its consideration of the Council's Financial Statements 2015/16.

Officer Ref: Jenny Poole (01285 623313)

- (10) **Statement of Accounts 2015/16 (Chief Finance Officer)**
(Page 45)

To consider the audited Statement of Accounts 2015/16.

Officer Recommendation

That the audited 2015/16 Statement of Accounts be approved for signature by the Chairman of this Committee.

Officer Ref: Jenny Poole (01285 623313)

- (11) **Annual Treasury Management Review 2015/16 Including Performance Against Prudential Indicators (Group Manager, GO Shared Services)**
(Page 48)

To consider the Annual Treasury Management Review report 2015/16 and to forward comments thereon to the Council.

Officer Recommendations

(a) *That the Annual Treasury Management Review 2015/16, and the associated updated Prudential Indicators, be received and discussed;*

(b) *that the Committee's comments be forwarded to the Council (for when it considers this item).*

Officer Ref: Jenny Poole (01285 623313)

(12) **Internal Audit Monitoring Report (Head of Internal Audit (Operation))**
(Page 58)

To consider a summary of activity undertaken by the Internal Audit Service.

Officer Recommendations

(a) *That the Audit Committee considers the report and comments on its content, as necessary;*

(b) *That the updated assurance levels and priority ratings to be applied for 2016/17 be noted.*

Officer Ref: Lucy Cater (01285 623000)

(13) **Counter Fraud Unit Update (Group Manager, GO Shared Services)**
(Page 78)

To consider issues relating to the Counter Fraud Unit.

Officer Recommendations

(a) *That the project summary be noted and the Committee comments thereon, as necessary;*

(b) *that the Whistle-Blowing Policy be reviewed and any comments thereon be forwarded to the Joint Consultative Committee to aid its consideration;*

(c) *that the business case update, including the revised financial details, be noted.*

Officer Ref: Emma Cathcart (01285 623000)

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

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(END)