



COTSWOLD
DISTRICT COUNCIL

AUDIT COMMITTEE

AGENDA

Tuesday 24th January 2017, 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 623000 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)

All other Councillors for information



Nigel Adams
Head of Democratic Services

16th January 2017

AUDIT COMMITTEE : 24TH JANUARY 2017

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 23rd August 2017 (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 Audit Letter (Group Manager GO Shared Services)**
(Page 1)

To consider the Annual Audit Letter.

Officer Recommendation

That the Annual Audit Letter be noted.

Officer Ref: Jenny Poole (01285 623313)

- (9) **Grant Thornton - Certification of Work for the Year Ended 31st March 2016**
(Chief Finance Officer) (Page 16)

To consider the outcome of certification work carried out by the Council's external auditors in respect of the Housing Benefit Subsidy return 2015/16.

Officer Recommendation

That the report be noted.

Officer Ref: Jenny Poole (01285 623313)

- (10) **Grant Thornton Update (Head of GO Shared Services)**
(Page 21)

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

Officer Recommendation

That the update report be noted.

Officer Ref: Jenny Poole (01285 623313)

- (11) **Internal Audit Supplier (Chief Finance Officer)**
(Page 37)

To consider issues relating to the future Internal Audit Supplier and to forward comments thereon to the Cabinet and the Council.

Officer Recommendation

That the Committee considers the information contained within the report and provides its views on the recommend change of internal audit provider to the Cabinet and the Council.

Officer Ref: Jenny Poole (01285 623313)

(12) **Cyber-Security Update Report (ICT Audit and Compliance Manager)**
(Page 41)

To consider an overview of the current state of risks and considerations relating to cyber attacks.

Officer Recommendation

That the Audit Committee considers the report and makes comment on its content, as necessary.

Officer Ref: Tony Oladejo (01993 861194)

(13) **Draft Regulation of Investigatory Powers Act 2000 (Communications Data) Policy (Group Manager GO Shared Services/Counter Fraud Team Leader)**
(Page 49)

To consider a draft Regulation of Investigatory Powers Act 2000 (Communications Data) Policy.

Officer Recommendation

That the Audit Committee reviews the RIPA 2000 (Communications Data) Policy and forwards its comments thereon to the Cabinet.

Officer Ref: Jenny Poole (01285 623313)
Emma Cathcart (01285 623356)

(14) **Internal Audit Monitoring Report (Acting Head of Internal Audit)**
(Page 76)

To consider a summary of activity undertaken by Internal Audit.

Officer Recommendation

That the Audit Committee considers the report and makes comment on its content, as necessary.

Officer Ref: Lucy Cater (01285 623340)

(15) **Counter Fraud Unit Business Case (Group Manager GO Shared Services)**
(Page 100)

To consider issues relating to the establishment of a permanent Counter Fraud Unit.

Officer Recommendation

That the Audit Committee considers the update to the Counter Fraud Unit Business Case and forwards any comments to the Cabinet to support the decision making process.

Officer Ref: Jenny Poole (01285 623313)

(16) **Treasury Management Strategy 2017/18 (Group Manager GO Shared Services)**
(Page 135)

To consider the draft Treasury Management Strategy 2017/18.

Officer Recommendation

That the Treasury Management Strategy 2017/18 be considered and recommended to the Council for consideration of approval.

Officer Ref: Jenny Poole (01285 623313)

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

(END)