



**COTSWOLD  
DISTRICT COUNCIL**

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# **AUDIT COMMITTEE AGENDA**

*Tuesday* 4th April 2017, 10.00 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 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

27<sup>th</sup> March 2017

**THIS MEETING WILL BE FOLLOWED BY A PRESENTATION  
TO MEMBERS BY SOUTH WEST AUDIT PARTNERSHIP**

# AUDIT COMMITTEE : 4<sup>TH</sup> APRIL 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 24<sup>th</sup> January 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) **Grant Thornton Audit Plan 2016-17 (Head of GO Shared Services)**  
**(Page 1)**

To consider the Grant Thornton Audit Plan 2016-17.

Officer Recommendation

*That the Grant Thornton Audit Plan 2016-17 be noted.*

Officer Ref: Jenny Poole (01285 623000)

- (9) **Grant Thornton Update (Head of GO Shared Services)**  
**(Page 26)**

To consider an update from Grant Thornton.

Officer Recommendation

*That the report be noted.*

Officer Ref: Jenny Poole (01285 623000)

- (10) **Grant Thornton Assurance (Chief Finance Officer)**  
**(Page 42)**

To discuss a response to a letter from the Council's external auditor (Grant Thornton) regarding how the Audit Committee gains assurance on matters such as fraud, breaches of internal control and compliance with laws and regulations.

Officer Recommendation

*That the Chairman of the Audit Committee be authorised to sign the response to the letter from Grant Thornton.*

Officer Ref: Jenny Poole (01285 623000)

- (11) **Internal Audit Monitoring Report (Acting Head of Audit Cotswolds)**  
**(Page 47)**

To consider a summary of the 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 623000)

(12) **Internal Audit Annual Plan 2017/18 (Acting Head of Audit Cotswolds)**  
**(Page 59)**

To present the Internal Audit Annual Plan 2017/18 for consideration and approval.

*Officer Recommendation*

*That the Internal Audit Annual Plan 2017/18 be approved.*

Officer Ref: Lucy Cater (01285 623000)

(13) **Counter Fraud Unit Report and Regulation of Investigatory Powers Act 2000**  
**(RIPA) Update**  
**(Group Manager GO Shared Services/Finance Lead 2020 Partnership)**  
**(Page 65)**

To consider issues relating to Counter Fraud and RIPA activities.

*Officer Recommendation*

*That the report be noted.*

Officer Ref: Emma Cathcart (01285 623000)

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

**THIS MEETING WILL BE FOLLOWED BY A PRESENTATION  
TO MEMBERS BY SOUTH WEST AUDIT PARTNERSHIP**

(END)