



**COTSWOLD
DISTRICT COUNCIL**

AUDIT COMMITTEE AGENDA

Tuesday 24th July 2018, 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.

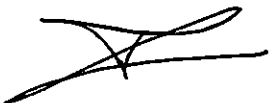
(iv) Committee Administrator

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 Ben Amor on 01285 623236 who will be the Committee Administrator responsible for the Meeting.

Distribution:

All Members of the Audit Committee
(Councillors AW Berry, T Cheung, Andrew Doherty, R Theodoulou and LR Wilkins)

All other Councillors for information



Nigel Adams
Head of Democratic Services

16th July 2018

AUDIT COMMITTEE : 24TH JULY 2018

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:-

- (i) the Minutes of the Meeting of the Committee held on 30th April 2018 (attached);
 - (ii) the Minutes of the Meeting of the Committee held on 15th May 2018 (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) **Risk Management Updates**
(Executive Director, Commissioning)
(Page 1)

To update the Committee on the activities of the Corporate Risk Management Group.

Officer Recommendation

That the Committee notes the progress of the Corporate Risk Management Group.

Officer Ref: Christine Gore (01285 623000)

- (9) **Annual Internal Audit Opinion**
(Assistant Director - SWAP Internal Audit Services)
(Page 10)

To present a summary of the work undertaken by Internal Audit during 2017/18 and to give an overall opinion on levels of assurance resulting from this work.

Officer Recommendation

That the Committee considers the report and comments as necessary.

Officer Ref: Lucy Cater (01285 623340)

- (10) **Annual Treasury Management Review 2017/18, including Performance Potential Against Prudential Indicators** (Chief Finance Officer)
(Page 40)

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

Officer Recommendation

That, subject to any comments made by the Committee, the Council be recommended to approve the Annual Treasury Management Review 2016/17 and the associated Prudential Indicators.

Officer Ref: Jenny Poole (01285 623313)

- (11) **Statement of Accounts 2017/18**
(Chief Finance Officer)
(Page 49)

This report presents the Council's audited Statement of Accounts for the period 1st April 2017 to 31 March 2018 and the auditors Audit Findings Report to enable the Committee to consider and approve the Council's accounts.

Officer Recommendations

- (a) *That the Committee notes the Accounting Policies that have been applied in producing the Statement of Accounts (as set out in pages 54 to 64 of Appendix 'B');*
- (b) *that the Grant Thornton audit findings report for Cotswold District Council be noted;*
- (c) *that the Statement of Accounts 2017/18 be approved;*
- (d) *that the Chief Finance Officer and the Chairman of the Committee be authorised to write a letter of representation on behalf of the Committee and Council to Grant Thornton to enable the opinion to be issued;*
- (e) *that the key balances and messages from the Statement of Accounts 2017/18 be noted.*

Officer Ref: Jenny Poole (01285 623313)

Other Matters

- (12) **Date of Next Meeting** - The next Meeting of the Committee will be held in the Council Chamber, Trinity Road, Cirencester on Tuesday 30th October 2018 at 10.00 a.m.
- (13) **Other Business** - Such other business which, in the opinion of the Chairman, is urgent.

(END)