



COTSWOLD
DISTRICT COUNCIL

AUDIT COMMITTEE

AGENDA

Tuesday 16th April 2019, 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 T Cheung, RW Dutton, Andrew Doherty, R Theodoulou and LR Wilkins)

All other Councillors for information

Nigel Adams
Head of Democratic Services

8th April 2019

AUDIT COMMITTEE : 16th APRIL 2019

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 29th January 2019 (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 Reports**
(Chief Finance Officer)
(Page 1)

To receive reports from Grant Thornton, the Council's external auditors.

Officer Recommendation

That the Committee note the contents of the reports received from Grant Thornton.

Officer Ref: Jenny Poole (01285 623313)

- (9) **Grant Thornton Assurance**
(Chief Finance Officer)
(Page 22)

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

Officer Recommendation

That Committee approves the Chair to sign the response to the letter from Grant Thornton.

Officer Ref: Jenny Poole (01285 623313)

- (10) **Corporate Risk Register Updates**
(Head of Paid Service)
(Page 35)

To update the Committee on the changes to the Council's corporate risk register at the end of Q3.

Officer Recommendation

That the Committee notes the updates to the Council's corporate risk register.

Officer Ref: Nigel Adams (01285 623202)

- (11) **Counter Fraud Unit Report**
(Counter Fraud Manager)
(Page 48)

To provide assurance over the counter fraud activities of the Council.

Officer Recommendation

- (a) *That the Audit Committee notes the report and makes comment as necessary.*
- (b) *That the Audit Committee considers the proposal for the Council to provide legal support and carry our advocacy services for prosecutions*

under the Prevention of Social Housing Fraud Act 2013 to Counter Fraud Unit clients.

- (c) *That the Audit Committee provides comments to the Cabinet, to aid deliberations and decision making on (b).*

Officer Ref: Emma Cathcart (01285 623356)

(12) **Internal Audit Monitoring Report**
(Chief Finance Officer)
(Page 54)

To present a summary of the activity undertaken by Internal Audit since the last Committee.

Officer Recommendation

That the report be noted.

Officer Ref: Jenny Poole (01285 623313)

(13) **Draft Annual Governance Statement 2018/2019**
(Chief Finance Officer)
(Page 78)

To present the draft Annual Governance Statement (AGS) 2018/19.

Officer Recommendation

- (a) *That the committee considers the Draft AGS and makes comment as necessary.*
(b) *That the committee approves the Local Code of Corporate Governance for 2018/19.*

(14) **Proposed 2019/20 Internal Audit Plan and Internal Audit Charter**
(Chief Finance Officer)
(Page 102)

To present the Internal Audit Plan and the updated Internal Audit Charter.

Officer Recommendation

That the proposed 2019/20 Internal Audit Annual Plan and the Internal Audit Charter be approved

Officer Ref: Jenny Poole (01285 623313)

Other Matters

- (15) **Date of Next Meeting** - The next Meeting of the Committee will be held in the Council Chamber, Trinity Road, Cirencester on 14th May 2019.
- (16) **Other Business** - Such other business which, in the opinion of the Chairman, is urgent.

(END)