



**COTSWOLD
DISTRICT COUNCIL**

AUDIT COMMITTEE AGENDA

Thursday 25th July 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 Chair 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 Patrick Coleman, Roly Hughes, Nick Maunder, Richard Morgan,
Ray Theodoulou)

All other Councillors for information

Nigel Adams
Head of Paid Service

17th July 2019

AUDIT COMMITTEE : 25th JULY 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 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 Chair 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) Minutes of the Meeting of the Committee held on 14th May 2019 (attached).
 - (ii) Minutes of the Meeting of the Committee held on 16th April 2019 (attached).
- (5) **Chair'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) **UBICO Limited – Governance Overview and Business Plan – Update**
(Chief Finance Officer)
(Page 1)

To provide an update on Governance and the process to review the Ubico Business Plan 2020/21.

Officer Recommendation

That the update report from Ubico Limited be noted.

Officer Ref: Jenny Poole, (01285) 623313

- (9) **Cyber Security Update**
(ICT Audit & Compliance Manager / Data Protection Officer)
(Page 12)

To provide Cyber Security progress over a 35 month period.

Officer Recommendation

That the report be noted.

Officer Ref: Tony Oladejo (01993) 861194

- (10) **External Audit Report**
(Chief Finance Officer)
(Page 17)

To provide an update from Grant Thornton, the Council's external auditors.

Officer Recommendation

That the Committee note the content of the report.

Officer Ref: Jenny Poole (01285) 623313

- (11) **Internal Audit Opinion Report**
(Chief Finance Officer)
(Page 29)

To present a summary of the work undertaken by Internal Audit during 2018/19 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: Jenny Poole (01285) 623313

(12) **Corporate Risk Register Updates**
(Head of Paid Service)
(Page 70)

To update the Committee on the changes to the Council's corporate risk register at the end of Q4.

Officer Recommendation

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

Officer Ref: Nigel Adams (01285 623202)

(13) **Annual Treasury Management Review 2018/19**
(Chief Finance Officer)
(Page 86)

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

Officer Recommendation

- (a) *For Members to receive and discuss the Annual Treasury Management Review for 2018/19;*
- (b) *for Members to agree any comments to be passed to full Council when considering this item.*

Officer Ref: Jenny Poole (01285 623313)

(14) **Statement of Accounts 2018/19**
(Chief Finance Officer)
(Page 96)

This report presents to the Committee the draft Statement of Accounts for 2018/19 to consider and approve for publication.

Officer Recommendations

- (a) *That the Committee note the Accounting Policies that have been applied in producing the Statement of Accounts (pages 56 to 67 of Appendix A).*
- (b) *The draft unaudited Statement of Accounts 2018/19 be approved (as attached at Appendix A)*
- (c) *That the key balances and messages from the Statement of Accounts 2018/19 be noted.*

Officer Ref: Jenny Poole (01285 623313)

Other Matters

(15) **Date of Next Meeting** – To discuss the possible date of 26th September 2019 for an additional meeting of Committee.

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

(END)