



**COTSWOLD**  
DISTRICT COUNCIL

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# AUDIT COMMITTEE AGENDA

Thursday 14 November 2019, 4.00 p.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 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 Democratic Services.

### 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

6 November 2019

# AUDIT COMMITTEE : 14 NOVEMBER 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 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 the Minutes of the Meeting of the Committee held on 26 September 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) **Meeting times**

For Members to consider whether the meeting times should be changed to increase public involvement and engagement at the meeting.

(9) **Grant Thornton Reports – (Reports to follow)**  
**(Chief Finance Officer)**

For Members to receive and discuss details of the Annual Audit Letter for 2018/19 and an update report from the Council's external auditors (Grant Thornton).

*Officer Recommendation*

*That the Committee discuss and note the Annual Audit Letter and update report from Grant Thornton.*

Officer Ref: Jenny Poole (01285 623313)

(10) **Treasury Management Mid-Year Performance Report 2019-20**  
**(Chief Finance Officer)**

To receive and discuss the Council's Treasury Management performance for the period 1 April to 30 September 2019.

*Officer Recommendation*

*That the Treasury Management mid-year performance be considered and recommended to Council for approval.*

Officer Ref: Jenny Poole (01285 623313)

(11) **Internal Audit Plan Progress Report 2019-20**  
**(Chief Finance Officer)**

To present Members with a summary of the activity undertaken by Internal Audit since Committee on 25 July 2019.

*Officer Recommendation*

*That the report be noted.*

Officer Ref: Jenny Poole (01285 623313)

(12) **Counter Fraud Unit Report**  
**(Counter Fraud Manager)**

To provide the Audit Committee with assurance over the counter fraud activities of the Council.

*Officer Recommendation*

*a) That the Committee notes the report and the work plan and makes comment as necessary.*

- b) *That the Committee considers the Regulation of Investigatory Powers Act 2000 Surveillance and Covert Human Intelligence Source Policy to comment thereon to Cabinet, to aid its deliberations and decision making.*
- c) *That the Committee considers the Investigatory Powers Act 2016 Acquisition of Communications Data Policy to comment thereon to Cabinet, to aid its deliberations and decision making.*

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

(13) **Corporate Risk Register Updates**  
**(Head of Paid Service)**

To update the Committee on the changes to the Council's Corporate Risk Register at the end of Quarter 2.

Officer Recommendation

*That the Committee notes the updates to the Council's Corporate Risk Register.*

Officer Ref: Nigel Adams (01285 623202)

(14) **Work Plan 2019/20**

To consider the Work Plan for 2019/20.

## Other Matters

- (15) **Date of Next Meeting** - The next Meeting of the Committee will be held in the Council Chamber, Trinity Road, Cirencester on Thursday 30 January 2020 at 10.00 a.m.
- (16) **Other Business** - Such other business which, in the opinion of the Chair, is urgent.

(END)