



COTSWOLD
DISTRICT COUNCIL

Monday, 17 July 2023
Re-published Friday, 21 July 2023
Tel: 012856233553
e-mail - democratic@cotswold.gov.uk

AUDIT AND GOVERNANCE COMMITTEE

A meeting of the Audit and Governance Committee will be held at Council Chamber - Trinity Road on **Tuesday, 25 July 2023 at 5.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Audit and Governance Committee
(Councillors Nigel Robbins, Clare Muir, Helene Mansilla, Patrick Coleman, Jeremy Theyer, Chris Twells and Len Wilkins)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to 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 prior to the date of the meeting.

AGENDA

1. **Apologies**
To receive any apologies from members
2. **Substitute Members**
To note details of any substitution arrangements in place for the meeting.
3. **Declarations of Interest**
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
4. **Minutes (Pages 5 - 10)**
To confirm the minutes of the meeting of the Committee held on 27th April 2023.

5. **Public Questions**

A maximum of 15 minutes is allocated for an “open forum” of public questions at committee meetings. No person may ask more than two questions (including supplementary questions) and no more than two such questions may be asked on behalf of one organisation. The maximum length of oral questions or supplementary questions by the public will be two minutes. Questions must relate to the responsibilities of the Committee but questions in this section cannot relate to applications for determination at the meeting.

The response may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

6. **Member Questions**

A maximum period of fifteen minutes is allowed for Member questions. Questions must be directed to the Chair and must relate to the remit of the committee but may not relate to applications for determination at the meeting.

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

The deadline for submitting questions is 5.00pm on the working day before the day of the meeting unless the Chair agrees that the question relates to an urgent matter, in which case the deadline is 9.30am on the day of the meeting.

A member may submit no more than two questions. At the meeting the member may ask a supplementary question arising directly from the original question or the reply. The maximum length of a supplementary question is one minute.

The response to a question or supplementary question may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

7. **Internal Audit Annual Opinion (Pages 11 - 48)**

Purpose

To present a summary of the work undertaken by Internal Audit during 2022/23 and to give an overall opinion on levels of assurance resulting from this work.

Recommendation

To note the report.

8. **External Auditors Annual Report 2021/22 (Pages 49 - 90)**

Purpose

To receive a verbal update on the External Auditor's Annual Report on Cotswold District Council 2021/22.

Recommendation

To note the update.

9. **Draft Annual Governance Statement (Pages 91 - 110)**

Purpose

This report presents the Audit Committee with the new Annual Governance Statement and Action Plan for 2023/24.

Recommendation

To agree the revised Annual Governance Statement and Action Plan for 2023/24.

10. **Treasury Management Outturn (Pages 111 - 126)**

Purpose

To receive and discuss details of the Council's Treasury management performance for the period 01 April 2022 to 31 March 2023.

Recommendation

1. To note the Council's Treasury Management performance for the period 1 April 2022 to 31 March 2023.
2. To agree any comments to be passed to full Council when considering this item.

11. **Audit Committee Effectiveness (Pages 127 - 226)**

Purpose

To present to the Audit and Governance Committee CIPFA's Updated Audit Committee Guidance along with the self assessment and evaluation toolkit to enable Committee Members to identify any training needs to ensure they meet the principles as set out in the CIPFA guidance.

Recommendation

1. To note the documents
2. To recommend that members undertake a self-assessment, in readiness for the next meeting of the Committee, to identify any training needs to ensure that all skills identified in the CIPFA guidance can be met.

12. **Work Programme (Pages 227 - 230)**

Purpose

To note the work programme.

Recommendation

To note the work programme.

(END)