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Date: 9 October 2017

## **Notice of meeting**

### **Audit Committee**

**Date:** Tuesday, 17 October 2017

**Time:** 7.30 pm

**Place:** Goddard Room, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

#### **To the members of the Audit Committee**

Councillors:

M.J. Madams (Chairman)  
D. Patel (Vice-Chairman)  
T.J.M. Evans

J.G. Kavanagh  
B.B. Spoor  
H.A. Thomson

H.R.D. Williams

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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## *RESPONSIBILITIES OF THE AUDIT COMMITTEE*

### **Purpose**

To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process

### **Core Functions**

- (a) To approve (but not direct) the internal audit's strategy, plan and performance.
- (b) To review summary internal audit reports and the main issues arising, and to seek assurance that action has been taken where necessary.
- (c) To consider the reports of external audit and inspection agencies.
- (d) To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti fraud and anti corruption arrangements. Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- (e) To be satisfied that the Authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and to take actions required to improve it.
- (f) To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- (g) To review the financial statements, external auditors opinion and reports to members, and monitor management action in response to the issues raised by external audit.

## **AGENDA**

### **Page nos.**

#### **1. Apologies**

To receive any apologies for absence.

#### **2. Minutes**

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To confirm the minutes of the meeting held on 22 June 2017.

#### **3. Disclosures of Interest**

To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.

#### **4. External Audit report on Audit and Statement of Accounts 2016-17**

**To Follow**

To receive a report from the External Auditor.

#### **5. Corporate Risk Management**

**7 - 20**

To receive a report from the Internal Audit Manager.

<b>6.</b>	<b>Annual Governance Statement 2016-17</b>	<b>21 - 36</b>
	To receive a report from the Chief Finance Officer.	
<b>7.</b>	<b>Annual Review of the effectiveness of internal Audit 2016-17</b>	<b>37 - 42</b>
	To receive a report from the Internal Audit Manager.	
<b>8.</b>	<b>Interim Internal Audit Report</b>	<b>43 - 62</b>
	To receive a report from the Internal Audit Manager.	
<b>9.</b>	<b>Consultation on auditor appointment from 2018/19</b>	<b>63 - 64</b>
	To receive a report from the Chief Finance Officer.	
<b>10.</b>	<b>Update on Recruitment and Retention; Procurement; Partnership Governance</b>	<b>To Follow</b>
	To receive a report from the Head of Commissioning and Transformation.	
<b>11.</b>	<b>Update on Code of Corporate Governance</b>	<b>65 - 66</b>
	To receive a report from the Head of Corporate Governance.	
<b>12.</b>	<b>Committee Work Programme</b>	<b>67 - 68</b>
	To consider and approve the work programme for the municipal year	