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Date: 14 March 2018

## **Notice of meeting**

### **Audit Committee**

**Date:** Thursday, 22 March 2018

**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** **5 - 8**  
To confirm the minutes of the meeting held on 17 October 2017 as a correct record.
- 3. Disclosures of Interest**  
To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.
- 4. Corporate Risk Management** **9 - 24**  
To note the report and recommend the Corporate Risk Register to Cabinet for approval.
- 5. Annual review of Procurement Strategy** **To Follow**  
To receive an update on the prioritised procurement work programme and the Annual Procurement Strategy.
- 6. Recruitment and Retention Update** **25 - 28**  
To receive an update on recruitment and retention matters from the Group Head, Commissioning and Transformation.
- 7. Partnerships update** **To Follow**  
To receive an update on partnerships from the Group Head, Commissioning and Transformation.
- 8. Update on Code of Corporate Governance**  
A review of the Code of Corporate Governance has been undertaken and a report was before the Overview and Scrutiny Committee at its meeting on 13 March 2018, to recommend adoption of the revised Code to Cabinet at its meeting to be held on 21 March 2018. The Deputy Chief Executive will provide a verbal update at the meeting.
- 9. Confidential Reporting Code (Whistleblowing Policy)** **29 - 38**  
To review the proposed Confidential Reporting Code and leaflet and to recommend any further amendments if necessary.

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| <b>10. Anti-fraud, Bribery and Corruption Strategy</b>  | <b>39 - 46</b> |
| To review and recommend to Cabinet the changes proposed to the Anti-Fraud, Bribery and Corruption Strategy.   |                |
| <b>11. Internal Audit Services Annual Plan 2018-19</b>  | <b>47 - 54</b> |
| To receive the Internal Audit Services Annual Plan for 2018/19.   |                |
| <b>12. Committee Work Programme</b>   | <b>55 - 56</b> |
| To consider and approve the work programme for the current municipal year and the forthcoming municipal year. |                |