



Please reply to:

Contact: Greg Halliwell
Service: Committee Services
Direct line: 01784 446240
E-mail: g.halliwell@spelthorne.gov.uk
Date: 10 May 2017

Notice of meeting

Audit Committee

Date: Thursday, 18 May 2017

Time: 8.30 pm – or upon the conclusion of the Annual Council meeting, whichever is the later.

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

To the members of the Audit Committee

The Councillors to serve on this Committee will be appointed at the Annual Council meeting immediately prior to this meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk Telephone 01784 451499

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

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1. Appointment of Chairman

To appoint the Chairman of the Audit Committee for the next municipal year 2017-2018.

2. Apologies

To receive any apologies for absence.

3. Minutes

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To confirm the minutes of the meeting held on 23 March 2017.

4. Appointment of Vice-Chairman

To appoint the Vice-Chairman of the Audit Committee for the next municipal year 2017-2018.