



Please reply to:

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Date: 24 October 2018

Notice of meeting

Audit Committee

Date: Thursday, 1 November 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)
C.A. Davis

Q.R. Edgington
J.G. Kavanagh

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

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- 1. Election of Vice Chairman of Audit Committee**
To elect a Vice Chairman for the remainder of the municipal year.
- 2. Apologies**
To receive any apologies for absence.
- 3. Minutes** **5 - 8**
To confirm the minutes of the meeting held on 26 July 2018.
- 4. Disclosures of Interest**
To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.
- 5. Corporate Risk Management** **9 - 22**
To receive a report and recommend the Corporate Risk Register to Cabinet for approval.
- 6. Brexit** **23 - 26**
To consider the potential impact of Brexit on the Council.
- 7. Update on outstanding external audit matters** **27 - 30**
To receive an update on outstanding audit work by KPMG, external auditors.
- 8. External Audit Plan update**
To receive a verbal update on arrangements for the External Audit Plan for 2018/19.
- 9. SBC Property/Relationship with External Auditor** **31 - 32**
To note the commercial relationship between BDO LLP and Spelthorne Borough Council and consider their independence as auditor to the Council.
- 10. Report on the effectiveness of the system of Internal Audit** **33 - 38**
To consider a report from the Internal Audit Manager.
- 11. Internal Audit Interim Report** **39 - 52**
To receive an interim report from the Internal Audit Manager.

12. Committee Work Programme

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To consider and approve the work programme for the remainder of the municipal year