

Please reply to:

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Date: 20 March 2019

Notice of meeting

Audit Committee

Date: Thursday, 28 March 2019

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 (Vice-Chairman)
H.R.D. Williams

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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. | Apologies
To receive any apologies for absence. | |
| 2. | Minutes
To confirm the minutes of the meeting held on 1 November 2018 and the extraordinary meeting held on 5 February 2019. | 5 - 10 |
| 3. | Disclosures of Interest
To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members. | |
| 4. | Annual Audit Letter 2016/17
To receive and note the Annual Audit Letter for 2016/17 issued by KMPG, external auditors. | 11 - 28 |
| 5. | Update from KPMG on Statement of Accounts 2017/18 and VFM Statement for 2017/18
To receive a shortened version of the ISA260 for 2017/18 and an update on the Value for Money Statement for 2017/18. | 29 - 150 |
| 6. | Procurement update
To receive an update from the Head of Corporate Governance on the review of procurement strategy. | 151 - 168 |
| 7. | Recruitment & Retention and Partnerships
To receive a verbal update from the Group Head of Commissioning and Transformation. | |
| 8. | Brexit update
To receive an update from the Group Head of Commissioning and Transformation on the current situation and the implications for the Council. | 169 - 174 |
| 9. | Corporate Risk Management
To note the report and recommend the Corporate Risk Register to Cabinet for approval. | To Follow |
| 10. | External Audit Plan 2018/19
To receive the External Audit Annual Plan for 2018/19 issued by BDO. | 175 - 210 |

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| 11. | Internal Audit Annual Plan 2019/20
To receive the Internal Audit Annual Plan for 2019/20. | To Follow |
| 12. | Anti-Fraud, Bribery & Corruption Strategy
To review and recommend to Cabinet the changes proposed to the Anti-Fraud, Bribery and Corruption Strategy. | 211 - 222 |
| 13. | Committee Work Programme
To consider and approve the work programme for the municipal year 2019/20. | 223 - 224 |