



*Please reply to:*

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Date: 9 May 2018

## **Notice of meeting**

### **Audit Committee**

**Date:** Thursday, 17 May 2018

**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**

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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. Appointment of Chairman**

To appoint the Chairman of the Audit Committee for the next municipal year 2018-2019.

**2. Apologies**

To receive any apologies for absence.

**3. Minutes**

To confirm the minutes of the meeting held on 22 March 2018.

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**4. Appointment of Vice-Chairman**

To appoint the Vice-Chairman of the Audit Committee for the next municipal year 2018-2019.