



*Please reply to:*

Contact: Chris Curtis  
Service: Committee Services  
Direct line: 01784 446240  
E-mail: [c.curtis@spelthorne.gov.uk](mailto:c.curtis@spelthorne.gov.uk)  
Date: 15 July 2020

## **Notice of meeting**

### **Audit Committee**

**Date:** Thursday, 23 July 2020

**Time:** 6.00 pm

**Place:** Skype for Business Conference Call

#### **To the members of the Audit Committee**

Councillors:

C.L. Barratt  
R. Chandler  
J.T.F. Doran

H. Harvey  
M.J. Madams  
L. E. Nichols

J.R. Sexton

*Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.*

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk) [customer.services@spelthorne.gov.uk](mailto: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**

**Page nos.**

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|------------|--|------------------|
| <b>1.</b>  | <b>Appointment of Chairman</b><br>To appoint the Chairman of the Audit Committee for the municipal year 2020-21.   |                  |
| <b>2.</b>  | <b>Apologies</b><br>To receive any apologies for absence.  |                  |
| <b>3.</b>  | <b>Minutes</b><br>To confirm the minutes of the meeting held on 7 November 2019.   | <b>5 - 8</b>     |
| <b>4.</b>  | <b>Appointment of Vice Chairman</b><br>To appoint the Vice Chairman of the Audit Committee for the municipal year 2020-21.                                     |                  |
| <b>5.</b>  | <b>Disclosures of Interest</b><br>To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.        |                  |
| <b>6.</b>  | <b>Draft Corporate Risk Management Policy</b><br>To review the draft Corporate Risk Management Policy.   | <b>9 - 34</b>    |
| <b>7.</b>  | <b>Covid-19 Risk Considerations</b><br>To note the report by the Internal Audit Manager.   | <b>35 - 54</b>   |
| <b>8.</b>  | <b>Corporate Risk Management report</b><br>To note the report by the Internal Audit Manager and recommend the Corporate Risk Register to Cabinet for approval. | <b>55 - 70</b>   |
| <b>9.</b>  | <b>External Audit update</b><br>To receive a verbal update on outstanding issues.  |                  |
| <b>10.</b> | <b>Internal Audit Annual Report 2019-20</b><br>To receive a report from the Internal Audit Manager.  | <b>71 - 112</b>  |
| <b>11.</b> | <b>Annual Governance Statement 2019-20</b><br>To consider and approve the Annual Governance Statement for 2019-20.   | <b>113 - 124</b> |

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| <b>12.</b> | <b>Internal Audit Annual Plan 2020-21</b>   | <b>125 - 130</b> |
|            | To receive the Internal Audit Annual Plan for 2020-2021.  |                  |
| <b>13.</b> | <b>Anti-Fraud, Bribery and Corruption Strategy</b>  | <b>131 - 140</b> |
|            | To review and recommend to Cabinet the changes proposed to the Anti-Fraud, Bribery and Corruption Strategy. |                  |
| <b>14.</b> | <b>Committee Work Programme</b>   | <b>141 - 144</b> |
|            | To consider and approve the work programme for the municipal year   |                  |