



Please reply to:

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Date: 18 November 2020

Notice of meeting

Audit Committee

Date: Thursday, 26 November 2020

Time: 6.00 pm

Place: Skype Conference call

To the members of the Audit Committee

Councillors:

L. E. Nichols (Chairman)
J.R. Sexton (Vice-Chairman)
A. Brar

S. Buttar
J.T.F. Doran
M. Gibson

M.J. Madams

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

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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 ordinary meeting held on 23 July 2020 and the extraordinary meeting held on 12 November 2020 (to follow) as correct records. | 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. | Corporate Risk Management
To receive a report on the Corporate Risk Management from the Group Head of Corporate Governance and make a recommendation to Cabinet. | 11 - 18 |
| 5. | Interim Internal Audit Report 2020/21
To receive the Interim Internal Audit Report for 2020/21 from the Group Head of Corporate Governance. | 19 - 26 |
| 6. | Covid-19 Risk Considerations
To receive an update report on COVID-19 risk considerations. | 27 - 50 |
| 7. | Confidential Reporting Code
To consider a review of the Confidential Reporting Code (Whistleblowing Policy) and make a recommendation to Council. | 51 - 72 |
| 8. | Committee Work Programme
To consider and approve the Committee's work programme for the remainder of the municipal year. | 73 - 76 |