



Please reply to:

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Date: Wednesday, 21 July 2021

Notice of meeting

Audit Committee

Date: Thursday, 29 July 2021

Time: 7.00 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

To the members of the Audit Committee

Councillors:

J.R. Boughtflower
(Chairman)

T. Fidler (Vice-Chairman)
S. Buttar

J.T.F. Doran
H. Harvey
A.J. Mitchell

L. E. Nichols

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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TERMS OF REFERENCE OF THE AUDIT COMMITTEE

(7 councillors reflecting political balance and one independent member)

1. 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
 - To approve (but not direct) the internal audit's strategy, plan and performance.
 - To review summary internal audit reports and the main issues arising, and to seek assurance that action has been taken where necessary.
 - To consider the reports of external audit and inspection agencies.
 - To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud, bribery and anti-corruption arrangements.
 - Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
 - 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.
 - 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.
 - 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. Disclosures of Interest | |
| To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members. | |
| 3. Minutes | 5 - 10 |
| To confirm the minutes of the meeting held on 18 March 2021 as a correct record. | |
| 4. Recruitment of Independent Person | 11 - 24 |
| To consider a report setting out the proposed process for the appointment of an Independent Member to the Audit Committee. | |
| 5. Establishment of the Value for Money Working Group | 25 - 26 |
| To consider the establishment of the Value for Money Working Group following the change to a Committee system form of governance. | |
| 6. Covid-19 Risk Considerations | 27 - 60 |
| To consider and note the report of the Internal Audit Manager on the risks and opportunities faced by the Council in relation to the COVID-19 pandemic. | |
| 7. Corporate Risk Management | 61 - 86 |
| To note the report by the Internal Audit Manager. | |
| 8. Annual Internal Audit Report 2020-21 | 87 - 114 |
| To consider and note the Annual Internal Audit report for 2020-21. | |
| 9. Annual Governance Statement 2020-21 | 115 - 130 |
| To consider and approve the Annual Governance Statement for 2020-21. | |
| 10. Counter Fraud, Bribery & Corruption Strategy | 131 - 142 |
| To review and recommend to Council the changes proposed to the Counter Fraud, Bribery and Corruption Strategy (previously the Anti-Fraud, Bribery and Corruption Strategy). | |

11. Committee Work Programme 2021-22 **143 - 146**

To consider and approve the work programme for the municipal year

12. External Audit update

To receive an update on external audit matters.