



*Please reply to:*

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Date: 18 September 2024

## **Notice of meeting**

### **Audit Committee**

**Date:** Thursday, 26 September 2024

**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. Button (Chair)

J.P. Caplin

P.N. Woodward

K. Howkins (Vice-Chair)

L. E. Nichols

J.R. Boughtflower

H.R.D. Williams

Independent Member: P. Briggs

Substitute Members: Councillors M. Arnold, C. Bateson, M. Bing Dong and T. Burrell

*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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## **Agenda**

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|--|---|----------------------|
| <b>1. Apologies and Substitutes</b>                                  |   |                      |
|  | To receive any apologies for absence and notification of substitutions.   |                      |
| <b>2. Minutes</b>  |   | <b>3 - 10</b>        |
|  | To confirm the minutes of the meeting held on 9 July 2024   |                      |
| <b>3. Disclosures of Interest</b>                                    |   |                      |
|  | To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.                         |                      |
| <b>4. Internal Audit Progress Report</b>                             |   | <b>11 - 22</b>       |
|  | To note the Internal Audit Progress Report (August 2024).   |                      |
| <b>5. External Audit Update</b>                                      |   | <b>Verbal Report</b> |
|  | To receive a verbal update on the work of the External Auditors.  |                      |
| <b>6. Audit Risk Assessment</b>                                      |   | <b>23 - 52</b>       |
|  | To consider the Audit risk Assessment for Spelthorne Borough Council 2023/24.   |                      |
| <b>7. Procurement Internal Audit Recommendations Progress Update</b> |   | <b>53 - 58</b>       |
|  | To note the progress in relation to the Procurement Internal Audit Progress Review Update and the Implementation of the Procurement Act 2023. |                      |
| <b>8. Annual Review of the Confidential Reporting Code</b>           |   | <b>59 - 68</b>       |
|  | To note the review of the Confidential Reporting Code by the Monitoring Officer has taken place and agree to retain the current policy.       |                      |
| <b>9. Corporate Risk Management</b>                                  |   | <b>To Follow</b>     |
| <b>10. Committee Forward Plan</b>                                    |   | <b>69 - 72</b>       |
|  | To consider and approve the work programme for the municipal year   |                      |