



Please reply to:

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Date: 29 April 2025

Notice of meeting

Audit Committee

Date: Thursday, 8 May 2025

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)

K. Howkins (Vice-Chair)

J.R. Boughtflower

J.P. Caplin

L. E. Nichols

H.R.D. Williams

P.N. Woodward

Independent Member: P.Briggs

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

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AGENDA

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| 1. | Apologies and Substitutes
To receive any apologies for absence and notification of substitutions. | |
| 2. | Minutes
To confirm the minutes of the meetings held on 28 January 2025 and 25 February 2025. | 5 - 20 |
| 3. | Disclosures of Interest
To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members. | |
| 4. | Committee Forward Plan
To consider the Forward Plan for future Committee business. | 21 - 24 |
| 5. | Internal Audit Charter and Internal Audit Plan 2025-26
To provide input and consider approval of the Internal Audit Charter and Internal Audit Plan 2025-26. | 25 - 62 |
| 6. | Internal Audit Progress Report
To be informed and assured of internal audit progress. | 63 - 78 |
| 7. | Action Plan to address Annual Audit Report
To consider the progress against the action plan and responses to the 2023-24 External Auditor's Annual Audit Report. | 79 - 92 |
| 8. | Action Plan to address Audit Findings Report
To be informed and assured as to the progress against the Action Plan and responses to the 2023-24 External Auditor's Audit Findings Report. | 93 - 98 |
| 9. | Consolidated Action Plan
To consider the draft Consolidated Action Plan relating to recommendations made in key external reviews of the Council and to acknowledge the progress to date. | 99 - 124 |
| 10. | Corporate Risk Management
To consider the significant strategic risks and issues highlighted in this report and present these to the Corporate Policy and Resources Committee, ensuring continued wider reporting of the Corporate Risk Register and actions across other Committees. | To Follow |

11. Counter-Fraud, Bribery and Corruption Strategy

125 - 140

Committee is asked to:

1. Acknowledge the annual review of the Council's Counter Fraud, Bribery and Corruption Strategy;
2. Approve the proposed amendments to the Council's Counter Fraud, Bribery and Corruption Strategy; and
3. Recommend to the Council that the Constitution be updated with the revised Counter Fraud, Bribery and Corruption Strategy.