



Please reply to:

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Date: 30 June 2025

Notice of meeting

Audit Committee

Date: Thursday, 10 July 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.P. Caplin

L. E. Nichols

D. Saliagopoulos

H.R.D. Williams

P.N. Woodward

Independent Member: P. Briggs

Substitute Members: Councillors M. Arnold, C. Bateson, J.R. Boughtflower 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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| 1. | Apologies and Substitutes

To receive any apologies for absence and notification of substitutions. | |
| 2. | Minutes

To confirm the minutes of the meeting held on 8 May 2025 as a correct record. | 5 - 12 |
| 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 and approve the work programme for the municipal year | 13 - 18 |
| 5. | Internal Audit Charter 2025-26

Committee is asked to approve the Internal Audit Charter 2025-26. | 19 - 44 |
| 6. | Internal Audit Progress Report

To inform and assure Audit Committee of Internal Audit Progress. | 45 - 60 |
| 7. | External Audit Plan

To consider the External Audit Plan for year ending 31 March 2025. | 61 - 122 |
| 8. | Corporate Risk Register (Corporate Risk Management)

The Committee is asked to consider the significant strategic risks and issues highlighted in this report, and present these to Corporate Policy and Resources Committee, ensuring continued wider reporting of the Corporate Risk Register and actions across other Committees. | 123 - 176 |
| 9. | Update on Building Control

The Committee is asked to note the update on the Building Control service and challenges. | 177 - 192 |
| 10. | Approach to Risk Management Training

To receive an introduction and approach to Risk Management Training from Rob Winter. | Verbal Report |

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| 11. | CIPFA Audit Committee Self-Assessment | 193 - 354 |
| | <p>The Committee is asked to approve commencing a Self-Assessment review of the Committee and associated arrangements against CIPFA Guidance and checklist and broader best practice for Audit Committees.</p> | |
| 12. | Argus Software Discussion | Verbal
Report |
| | <p>To receive an update on the presentation on Argus Software given to members of the Committee.</p> | |