Please reply to:
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Date: 16 November 2026

Notice of meeting

Audit Committee

Date: Thursday, 26 November 2026

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.R. Boughtflower	P.N. Woodward
K. Howkins (Vice-Chair)	J.P. Caplin	P. Briggs
M. Beecher	L. E. Nichols	

Substitute Members: Councillors C. Bateson and J.T.F. Doran

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.

Agenda

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1. Apologies and Substitutes

To receive any apologies for absence and notification of substitutions.

2. Minutes **5 - 10**

To confirm the minutes of the meeting held on 24 September 2026.

3. Disclosures of Interest

To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.

4. Interim External Auditor's Annual Report with Progress Report **11 - 76**

To consider the Interim External Auditor's Annual Report, including the draft Value for Money conclusions, and the accompanying progress update on the delivery of the External Auditor's responsibilities, which also highlights a number of emerging sector issues for the Committee's consideration.

5. Internal Audit Progress Report **77 - 96**

To note the Internal Audit Progress Report – October 2026 (Appendix A of the report) and approve the adjustments to the internal audit plan 2025-26.

6. Improvement and Recovery Plan Progress Update **97 - 118**

To note the update on the structure and progress of the revised Improvement & Recovery Plan (IRP), consider whether current governance arrangements for the IRP are sufficient and determine whether any changes or amendments are required to the information on IRP progress and governance reported to the Audit Committee.

7. Confidential Reporting Review **119 - 130**

To consider the updated Confidential Reporting Code and agree its continued adoption.

8. Governance Assurance Register **131 - 156**

To note the overall assurance level for the 12 Governance Assurance Areas, which will form the new Governance Assurance Register (Appendix A of the report) and review the following four Governance Assurance Areas (Appendix B of the report):

- Ensuring the Council has robust mechanisms in place to prepare for, respond to and recover from emergencies and business interruptions
- Ensuring we meet our Equality, Diversity and Inclusivity duties and responsibilities
- Ensuring the Council's financial management and long-term planning arrangements are effective to secure financial sustainability
- Ensuring there are effective governance arrangements in place to deliver the IRP

9. Committee Forward Plan **157 - 160**

To consider and approve the work programme for the municipal year