



Please reply to:

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Date: 17 June 2015

Notice of meeting

Audit Committee

Date: Thursday, 25 June 2015

Time: 7.30 pm

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

To the members of the Audit Committee

Councillors:

M.J. Madams (Chairman)
A.C. Harman (Vice-Chairman)
S.A. Dunn

D. Patel
D. Saliagopoulos
H.A. Thomson

H.R.D. Williams

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RESPONSIBILITIES OF THE AUDIT COMMITTEE

Purpose

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

Core Functions

- (a) To approve (but not direct) the internal audit's strategy, plan and performance.
- (b) To review summary internal audit reports and the main issues arising, and to seek assurance that action has been taken where necessary.
- (c) To consider the reports of external audit and inspection agencies.
- (d) To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti fraud and anti corruption arrangements. Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- (e) 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.
- (f) 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.
- (g) 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

Page nos.

- 1. Apologies**
To receive any apologies for absence.
- 2. Minutes** **1 - 2**
To confirm the minutes of the meeting held on 21 May 2015 (copy attached).
- 3. Disclosures of Interest**
To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.
- 4. Internal Audit Annual report** **3 - 10**
To receive a report from the internal Audit Manager (copy attached).
- 5. Corporate Risk Management** **11 - 24**
To receive a report from the Deputy Chief Executive (copy attached).

 - a) Corporate Risk Management - Grounds Maintenance Contract**
To receive a verbal update from the Head of Streetscene on risks associated with the grounds maintenance contract and the progress of obtaining horticultural expertise within the Council.
 - b) Exempt Business**
To move the exclusion of the Press/Public for the following item 5(c), in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.
 - c) Exempt - Corporate Risk Management - Business Continuity** **25 - 32**
Paragraph 7 - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

And on the basis that publication of this report and appendix would not be in the public interest because disclosure to the public might afford an opportunity to defeat the purpose for which the prevention of crime is being made.

To receive a briefing report from the Risk and Resilience Manager on the corporate risks associated with business continuity (copy attached).

