



Please reply to:

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Date: 16 March 2016

Notice of meeting

Audit Committee

Date: Thursday, 24 March 2016

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

N. Islam
D. Patel
D. Saliagopoulos

H.A. Thomson

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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.

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| 1. | Apologies To receive any apologies for absence. | |
| 2. | Minutes To confirm the minutes of the meeting held on 24 September 2015. | 1 - 4 |
| 3. | Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members. | |
| 4. | Annual Audit letter 2014-15 To receive the Annual Audit Letter from the external auditor. | 5 - 12 |
| 5. | Corporate Risk Management To receive a report from the Deputy Chief Executive. | 13 - 30 |
| 6. | Confidential Reporting Code (Whistleblowing Policy) To receive a report from the Internal Audit Manager. | 31 - 40 |
| 7. | Annual Internal Audit Plan 2016-17 To receive a report from the Internal Audit Manager. | 41 - 44 |
| 8. | Anti-Fraud, Bribery and Corruption Strategy To receive a report from the Internal Audit Manager. | 45 - 50 |
| 9. | Committee Date Reschedule To agree an alternative date for the next Audit Committee scheduled for 23 June 2016 as it falls on the same date as the EU Referendum. | |
| 10. | Committee Work Programme To consider and approve the work programme for the forthcoming municipal year 2016/17. | 51 - 52 |