

To: All Members of the AUDIT COMMITTEE
(Other Members for Information)

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 26 October 2018

Membership of the Audit Committee

Cllr John Gray (Chairman)
Cllr Richard Seaborne (Vice Chairman)
Cllr Mike Band
Cllr Pat Frost

Cllr Jerry Hyman
Cllr Robert Knowles
Cllr Stephen Mulliner
Cllr Liz Townsend

Dear Councillors

A meeting of the AUDIT COMMITTEE will be held as follows:

DATE: MONDAY, 5 NOVEMBER 2018

TIME: 7.00 PM

PLACE: COMMITTEE ROOM 1, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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NOTE FOR MEMBERS

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

AGENDA

1. **MINUTES**

To confirm the Minutes of the Meeting held on 25 September 2018 (to be laid on the table half an hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DISCLOSURE OF INTERESTS**

To receive from Members, declarations of interests in relation to any items included on the Agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS BY MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public of which notice has been duly given in accordance with Procedure Rule 10.

For this meeting, the deadline for receipt of questions is 5pm on Monday 29 October 2018.

5. **QUESTIONS FROM MEMBERS**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

For this meeting, the deadline for receipt of questions is 5pm on Monday 29 October 2018.

6. **EXTERNAL AUDIT PROGRESS AND SECTOR BRIEFING REPORT** (Pages 7 - 22)

To receive the External Audit Progress and Sector Briefing Report, produced by Grant Thornton.

Recommendation

It is recommended that the Audit Committee comments on and notes the External Audit Progress and Sector Briefing Report.

7. AUDIT COMMITTEE TERMS OF REFERENCE 2018/19 (Pages 23 - 24)

Each year, the Audit Committee is invited to review its Terms of Reference and this item was deferred at the meeting on 25 September 2018. A comprehensive review was carried out in November 2017 and the current Terms of Reference are attached.

Recommendation

It is recommended that the Audit Committee reviews its Terms of Reference and agrees any amendments to be recommended to the Standards Committee and Council.

8. ANNUAL GOVERNANCE STATEMENT - INTERIM REVIEW

The Audit Committee has undertaken to identify at each meeting any potential governance issues to be considered for inclusion in the Annual Governance Statement 2018/19.

Recommendation

It is recommended that the Audit Committee identifies any potential governance issues that it wishes to be considered for inclusion in the Annual Governance Statement 2018/19.

9. REVIEW OF VALUE FOR MONEY ASPECTS OF WAVERLEY BOROUGH COUNCIL'S DECISION TO ALLOCATE FUNDING TO DEFEND CPRE SURREY AND POW CAMPAIGN LTD'S HIGH COURT CHALLENGES

At its meeting on 25 September 2018, the Audit Committee considered undertaking a review of the way in which the decisions to approve funding to defend recent legal challenges from POW and CPRE had been presented to the Council. The Audit Committee was interested in the matter from the perspective of ensuring the Council was delivering value for money for residents.

The Scoping Document for the review is attached (to follow) for the Committee's consideration.

10. PROGRESS ON THE INTERNAL AUDIT PLAN FOR 2018/19 (Pages 25 - 28)

The Committee's Terms of Reference include provision for the Committee to comment on the progress made in the achievement of the Internal Audit Plan. An update on the current position of the reviews in 2018-19 is presented.

Recommendation

It is recommended that the Committee notes the status of the 2018-19 Audit Plan as attached in Annexe 1.

11. PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS (Pages 29 - 36)

To inform the Audit Committee of Senior Management's progress in implementing the recommendations raised by Internal Audit following a review in their service areas. This report will enable the Committee to consider what action is required in respect of those that are overdue or appear likely to be implemented later than the target date.

Recommendation

It is recommended that the Audit Committee:

- 1. considers the information contained in Annexe 1 and, following discussion at the Audit Committee meeting, identifies any action it wishes to be taken; and**
- 2. considers the Head of Service(s) justification for a change in the due date for the recommendations listed in Annexe 2 and agree an appropriate implementation date(s).**

12. FRAUD INVESTIGATION SUMMARY (Pages 37 - 42)

The report provides an update to the Committee on the progress made by Waverley Borough Council officers on the work being completed in investigating fraud, primarily focusing on Housing Tenancy fraud.

Recommendation

It is recommended that the Audit Committee notes the success of the housing fraud investigation activity and the results achieved.

13. RISK MANAGEMENT

The report (to follow) presents the latest corporate risk register as refreshed by Heads of Service.

Recommendation

It is recommended that the Audit Committee considers the corporate risks register at (Exempt) Annexe 1 and passes comments and observations to officers.

14. AUDIT COMMITTEE RECURRENT WORK PROGRAMME (Pages 43 - 44)

Recommendation

The Audit Committee is invited to note its recurrent annual work programme, attached.

15. CONSIDERATION OF WEBCASTING AUDIT COMMITTEE MEETINGS

The Committee to consider whether future meetings of the Audit Committee should be webcast.

16. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:

Recommendation

That pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s), there would be disclosure to them of exempt information (as defined by Section 1001 of the Act) of the description specified in the appropriate paragraph(s) of the revised Part 1 of Schedule 12A to the Local Government Act 1972 (to be identified at the meeting).

17. ANY ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider any matters relating to aspects of any reports on this agenda which, it is felt, may need to be considered in exempt session.

**For further information or assistance, please telephone
Amy McNulty, Democratic Services Officer, on 01483 523492 or by
email at amy.mcnulty@waverley.gov.uk**