

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

When calling please ask for:
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Date: 12 July 2019

Membership of the Audit Committee

Cllr Richard Cole
Cllr Jerome Davidson
Cllr Simon Dear
Cllr Jan Floyd-Douglass

Cllr Michaela Gray
Cllr Peter Marriott
Cllr Richard Seaborne
Cllr George Wilson

Dear Councillors

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

DATE: MONDAY, 22 JULY 2019
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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Please be advised that there is limited seating capacity in the Public Gallery; an overflow room will be available where possible. This meeting will be webcast and can be viewed by visiting www.waverley.gov.uk/webcast.

NOTE FOR MEMBERS

Members are reminded that Contact Officers are shown in each report and members are welcome to raise questions, etc. in advance of the meeting with the appropriate officer.

AGENDA

1. **APPOINTMENT OF CHAIRMAN**

To confirm the appointment of Cllr Peter Marriott as Chairman of the Audit Committee for the 2019/20 Council year.

2. **APPOINTMENT OF VICE CHAIRMAN**

To confirm the appointment of Cllr Jerome Davidson as Vice Chairman of the Audit Committee for the 2019/20 Council year.

3. **MINUTES**

To confirm the Minutes of the Meeting held on 4 March 2019 (to be laid on the table half an hour before the meeting).

4. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

5. **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.

6. **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.

The deadline for receipt of questions is 5pm on Monday 15 July 2019.

7. **QUESTIONS FROM MEMBERS**

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

The deadline for receipt of questions is 5pm on Monday 15 July 2019.

8. EXTERNAL AUDIT FINDINGS REPORT

To receive the External Audit Findings Report from Grant Thornton (to follow).

Recommendation

It is recommended that the Audit Committee notes the External Audit Findings Report.

9. ANNUAL INTERNAL AUDIT REPORT (Pages 5 - 22)

The Accounts and Audit Regulations 2015 (Part 2 s3) require local authorities to have a sound system of internal control and Internal Audit is part of this system of internal control. Part 2 (s5) of the Regulations state that an authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes. This report is a summary of the work carried out by Internal Audit during the financial year 2018-19 and also provides an audit opinion to support the Annual Governance Statement on the organisation's control environment.

Recommendation

It is recommended that the Audit Committee considers and notes the annual internal audit report and audit opinion for 2018/2019.

10. ANNUAL GOVERNANCE STATEMENT 2018/2019 (Pages 23 - 34)

The purpose of the this report is for the Audit Committee to consider and approve the Annual Governance Statement (AGS) for the year ended 31 March 2019.

Recommendation

It is recommended that the Audit Committee approves the Annual Governance Statement for 2018/2019.

11. STATEMENT OF ACCOUNTS 2018/2019 (Pages 35 - 38)

The purpose of this report is for the Audit Committee to consider and approve the Statement of Accounts for the year ended 31 March 2019.

Recommendation

It is recommended that the Audit Committee

- 1. approves the Statement of Accounts for the financial year ended 31 March 2019;**
- 2. approves the Letter of Representation for 2018/2019; and**

3. confirms that the accounts have been prepared on a going concern basis.

12. RISK MANAGEMENT

To receive a verbal presentation from the Head of Finance, introducing the Committee to the Council's risk management framework.

13. AUDIT COMMITTEE RECURRENT WORK PROGRAMME (Pages 39 - 40)

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

14. 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).

15. 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**