

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: 12 June 2015

Membership of the Audit Committee

Cllr Andrew Bolton
Cllr Jim Edwards
Cllr Jenny Else
Cllr John Gray

Cllr Ged Hall
Cllr Stephen Hill
Cllr Richard Seaborne

Dear Councillors

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

DATE: TUESDAY, 23 JUNE 2015

TIME: 7.00 PM

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

A training session will be held for members of the Audit Committee in CR1 at 5pm on Tuesday 23 June 2015 prior to the Audit Committee meeting

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. **APPOINTMENT OF CHAIRMAN**

To appoint a Chairman of the Audit Committee for the Council Year 2015/16.

2. **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Audit Committee for the Council Year 2015/16.

3. **MINUTES**

To confirm the Minutes of the Meeting held on 23 March 2015 (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.

7. **ANNUAL REPORT 2014/15 AND TERMS OF REFERENCE** (Pages 7 - 22)

Good practice indicates that an annual appraisal of the work of the Committee would be beneficial and an Annual Report for the 2014/15 is attached.

Each year the Audit Committee is also invited to review its Terms of Reference. The current Terms of Reference are included at part 1.2 of the Annual Report.

Recommendation

It is recommended that the Audit Committee:

- 1. reviews its terms of reference and recommends any amendments to be adopted by Council (if necessary); and**

2. notes the Audit Committee Annual Report for 2014/15.

8. EXTERNAL AUDIT UPDATE REPORT (Pages 23 - 32)

To receive the attached Audit Committee Update Report from Grant Thornton.

Recommendation

It is recommended that the Audit Committee notes the Update Report.

9. PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS (Pages 33 - 40)

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 Committee:

- 1. considers the information contained in Annexe 1 and identifies any action it wishes to be taken;**
- 2. approve the proposed changes in implementation dates in Annexe 2.**

10. PROGRESS ON THE INTERNAL AUDIT PLANS FOR 2014/15 AND 2015/16 (Pages 41 - 46)

The Committee's Terms of Reference include provision for the Committee to comment on the progress made in the achievement of the Audit Plan. An update of the current position of the reviews in 2014/15 and 2015/16 is presented.

Recommendation

It is recommended that the Committee:

- 1. notes the progress for the Internal Audit Plan 2014/15 as attached at Annexe 1;**
- 2. notes the progress for the Internal Audit Plan 2015/16 as attached at Annexe 2.**

11. INTERNAL AUDIT ANNUAL REPORT 2014/15 ACTIVITY (Pages 47 - 58)

The Accounts and Audit Regulations require local authorities to maintain an adequate and effective internal audit of their accounting records and control

systems. This report is a summary of the work carried out by Internal Audit during the financial year 2014/15 and provides an assurance opinion to support the Annual Governance statement.

Recommendation

It is recommended that the Audit Committee notes the progress and the activity completed by the Internal Audit Service for 2014/15, and notes the outcomes being achieved by investigating housing issues and working collaboratively between services and other organisations.

12. ANNUAL GOVERNANCE STATEMENT 2014/15 (Pages 59 - 72)

Each year Waverley is required to produce an 'Annual Governance Statement' which sets out the key elements of the Council's internal control framework and identifies any issues that need addressing in the coming year. This report contains the Annual Governance Statement for 2014/15.

Recommendation

It is recommended that the Audit Committee approves the Annual Governance Statement.

13. 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).

14. ANY OTHER 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
Maureen Brown, Democratic Services Officer, on 01483 523225 or by
email at maureen.brown@waverley.gov.uk**