



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

When calling please ask for:

Maureen Brown, Democratic Services
Officer

Policy and Governance

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Calls may be recorded for training or monitoring

Date: 6 November 2015

Membership of the Audit Committee

Cllr Jim Edwards (Chairman)
Cllr John Gray (Vice Chairman)
Cllr Andrew Bolton
Cllr Jenny Else

Cllr Ged Hall
Cllr Stephen Hill
Cllr Richard Seaborne

Dear Councillors

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

DATE: TUESDAY, 17 NOVEMBER 2015

TIME: 7.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

PLEASE NOTE VENUE FOR THE MEETING

Please note: in the event of the meeting not going ahead on the planned date due to adverse weather, the meeting will be held at 7pm on Tuesday 24 November 2015

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 15 September 2015 (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**

To answer the following question from Mr Alexander of Hambledon, received in accordance with Procedure Rule 10:-

“Mr Chairman,

I would like to ask the following question which relates to the fraud in April and May 2015 where Waverley paid over £200,000 to a fraudster, instead of the contractor Mears. Which Councillors (please name) knew that the fraud had taken place?”

[NB. Questions from members of the public express the personal views of the questioners and Waverley does not endorse any statements in any way and they do not reflect the views of Waverley Borough Council].

5. **PENSIONS PRESENTATION FROM SURREY COUNTY COUNCIL**

To receive a presentation on the Surrey County Council Pension Scheme from Phil Triggs, followed by a question and answer session.

6. ANNUAL AUDIT LETTER FROM GRANT THORNTON FOR 2014/15 (Pages 5 - 12)

To receive and approve the Annual Audit Letter for 2014/15 from Grant Thornton.

Recommendation

It is recommended that the Committee approves the Annual Audit Letter for 2014/15 from Grant Thornton.

7. EXTERNAL AUDIT PROGRESS REPORT

Matthew Dean from Grant Thornton to provide Members with a verbal update on the External Audit Progress Report.

8. PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS (Pages 13 - 18)

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; and**
2. **approves the proposed changes in implementation dates in Annexe 2.**

9. PROGRESS ON THE INTERNAL AUDIT PLAN FOR 2015/16 (Pages 19 - 22)

The Committee's terms of reference include provision for the Committee to comment on the progress made in the Audit Plan. This report updates the Committee on the current position of the Internal Audit reviews detailed in the 2014/15 Audit Plan presented.

Recommendation

It is recommended that the Committee notes the progress for the Internal Audit Plan 2015/16 as attached at Annexe 1 and endorses the inclusion of the new reviews.

10. 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 as noted below:

3. Information relating to the business affairs of any particular person (including the authority holding that information).

11. INTERNAL AUDIT INVESTIGATION

To receive a verbal update from the Director of Finance and Resources in relation to the Internal Audit Investigation.

12. 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**