

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

When calling please ask for:

Kimberly Soane, Democratic Services  
Officer

**Policy and Governance**

E-mail: [Kimberly.soane@waverley.gov.uk](mailto:Kimberly.soane@waverley.gov.uk)

Direct line: 01483 523258

Calls may be recorded for training or monitoring

Date: 19 February 2021

**Membership of the Audit Committee**

Cllr Peter Marriott (Chairman)  
Cllr Jerome Davidson (Vice Chairman)  
Cllr Richard Cole  
Cllr Jan Floyd-Douglass

Cllr John Gray  
Cllr Richard Seaborne  
Cllr Michaela Wicks  
Cllr George Wilson

Dear Councillors

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

DATE: MONDAY, 1 MARCH 2021  
TIME: 7.00 PM  
PLACE: ZOOM MEETING - VIRTUAL MEETING

The Agenda for the meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

Agendas are available to download from Waverley's website ([www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)), where you can also subscribe to updates to receive information via email regarding arrangements for particular committee meetings.

Alternatively, agendas may be downloaded to a mobile device via the free Modern.Gov app, available for iPad, Android, Windows and Kindle Fire.

Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk) or call 01483 523351.

---

## **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 30<sup>th</sup> November 2020 and published on the Council's website.

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.

5. **QUESTIONS FROM MEMBERS**

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

6. **ANNUAL AUDIT LETTER** (Pages 1 - 16)

To receive the Annual Audit Letter for Year ended 31 March 2020

7. **ANNUAL GOVERNANCE STATEMENT - CONSIDERATION OF POTENTIAL GOVERNANCE ISSUES. (PAGES 17 - 26)**

8. **ACCOUNTING POLICIES** (Pages 27 - 50)

The report provides an update on Waverley Accounting Policies in line with changes to the CIPFA Code of Practice relating to the preparation of the 2020/21 Financial Statements. The audit committee is charged with

responsibility for oversight of financial reporting integrity and plays a pivotal role in helping to ensure that the critical accounting policies, judgments and estimates applied by management present a fair and accurate picture of the Council's financial position.

### **Recommendation**

It is recommended that the Audit Committee reviews and considers the adequacy of the Accounting Policies that underpin the preparation of the Financial Statements and notes that there are no proposed changes in accounting policy or changes in accounting standards to apply in the 2020/21 Financial Statements.

#### 9. **PROPOSED INTERNAL AUDIT PLAN FOR 2021-22** (Pages 51 - 64)

The Committee's terms of reference include provision for the Committee to approve the proposed Internal Audit Plan. This report presents the proposed Draft Internal Audit Plan for 2021-22 and the Committee is invited to comment and approve the Audit Plan. The plan has been drawn up by the Internal Audit Manager through completing a risk assessment of the audit universe of the council's activities including consultation with Senior Management Team.

The draft audit plan also contains those reviews that were deferred from 2020-21 audit plan identifiable by the inclusion of (C/F 2020-21) after their title.

### **Recommendation**

It is recommended that the Audit Committee comments and approves the proposed Draft Internal Audit Plan for 2021-22 as attached in Annexe 1.

#### 10. **PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT AGREED ACTIONS** (Pages 65 - 76)

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 considers the information contained and, following discussion at the Audit Committee meeting identifies any action it wishes to be taken.**

#### 11. **REVIEW OF THE PROGRESS ON THE ACHIEVEMENT OF THE 2020-21 AUDIT PLAN** (Pages 77 - 94)

The Committee's Terms of Reference include provision for the Committee to approve, monitor and comment on the progress made in the achievement of

the Internal Audit Plan. An update on the current position of the internal audit reviews is attached.

#### **Recommendation**

**It is recommended that the Committee notes the contents of the Internal Audit Progress report as attached.**

12. FRAUD INVESTIGATION SUMMARY (Pages 95 - 100)

The report provides an update to the Committee 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 fraud investigation activity.**

13. AUDIT COMMITTEE RECURRENT ANNUAL WORK PROGRAMME (Pages 101 - 102)

The Committee's annual recurrent work programme is attached. The work programme details regular items, but other items can be submitted to each meeting on an ad hoc basis or at the request of the Committee.

#### **Recommendation**

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

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 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  
Kimberly Soane, Democratic Services Officer, on 01483 523258 or by  
email at [Kimberly.soane@waverley.gov.uk](mailto:Kimberly.soane@waverley.gov.uk)**