

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

When calling please ask for:

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Officer

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Calls may be recorded for training or monitoring

Date: 3 March 2023

Membership of the Audit Committee

Cllr Peter Marriott (Chair)
Cllr Jerome Davidson (Vice Chair)
Cllr Sally Dickson
Cllr Stephen Mulliner

Cllr Richard Seaborne
Cllr Julian Spence
Cllr George Wilson

Dear Councillors

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

DATE: MONDAY, 13 MARCH 2023

TIME: 7.00 PM

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

The Agenda for the meeting is set out below.

This meeting will be webcast and can be viewed on [Waverley Borough Council's YouTube channel](#) or by visiting www.waverley.gov.uk/webcast.

Yours sincerely

Stephen Rix,
Executive Head of Legal & Democratic Services (Interim) & Monitoring Officer

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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. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **MINUTES**

To confirm the Minutes of the Meeting held on 28 November 2022 and published on the Council's website.

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.

The deadline for receipt of questions is 5pm on Monday 6th March 2023.

5. **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 6th March 2023.

6. **ACCOUNTING POLICIES** (Pages 1 - 24)

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 Financial Statements. The audit committee is charged with responsibility for the 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 the proposed changes in accounting policy and changes in accounting standards to apply in the 2022/23 and 2023/24 Financial Statements.

7. RISK MANAGEMENT (STANDING ITEM)

Members to receive any updates on risk management and to raise any areas they wish information on.

8. ANNUAL GOVERNANCE STATEMENT - CONSIDERATION OF POTENTIAL GOVERNANCE ISSUES.

To enable the Committee to raise any potential emerging governance issues that may need to be addressed.

Recommendation

The Committee is invited to raise any potential emerging governance issues for consideration.

9. REVIEW OF THE PROGRESS IN ACHIEVING THE AUDIT PLAN FOR 2022-23 (Pages 25 - 42)

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.

10. PROPOSED INTERNAL AUDIT PLAN 2023-24 (Pages 43 - 58)

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 2023-24 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 2022-23 audit plan identifiable by the inclusion of (C/F 2022-23).

11. AUDIT COMMITTEE RECURRENT ANNUAL WORK PROGRAMME (Pages 59 - 60)

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.

12. REVIEW OF PROGRESS IN THE IMPLEMENTATION OF AGREED INTERNAL AUDIT ACTIONS (Pages 61 - 72)

To inform the Audit Committee of Senior Management's progress in implementation of the agreed actions 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 original agreed target date.

Recommendations

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.**
- **endorses the extensions proposed by the Executive Heads of Service.**

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

14. REVIEW OF PROGRESS IN THE IMPLEMENTATION OF AGREED

ACTIONS (EXEMPT ANNEXE 3) (PAGES 73 - 74)

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**