

11 July 2017

Committee	Audit
Date	Wednesday, 19 July 2017
Time of Meeting	2:00 pm
Venue	Committee Room 1

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND



**for Sara J Freckleton
Borough Solicitor**

Agenda

1. ANNOUNCEMENTS

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (staff should proceed to their usual assembly point). Please do not re-enter the building unless instructed to do so.

In the event of a fire any person with a disability should be assisted in leaving the building.

2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive apologies for absence and advise of any substitutions.



Item	Page(s)
3. DECLARATIONS OF INTEREST	
Pursuant to the adoption by the Council on 26 June 2012 of the Tewkesbury Borough Council Code of Conduct, effective from 1 July 2012, as set out in Minute No. CL.34, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.	
4. MINUTES	1 - 11
To approve the Minutes of the meetings held on 22 March and 16 May 2017.	
5. AUDIT COMMITTEE WORK PROGRAMME	12 - 18
To consider the Audit Committee Work Programme.	
6. GRANT THORNTON PROGRESS REPORT	19 - 32
To consider the external auditor's report on progress against planned outputs.	
7. EXTERNAL AUDITORS' FEE LETTER 2017/18	33 - 36
To consider the external auditors' fee letter in relation to the audit work to be undertaken during 2017/18.	
8. BULKY WASTE AUDIT PROGRESS REPORT	37 - 43
To consider the progress made in respect of the recommendations arising from the bulky waste audit.	
9. INTERNAL AUDIT PLAN MONITORING REPORT	44 - 65
To consider the Internal Audit work undertaken and the assurance given on the adequacy of internal controls operating in the systems audited.	
10. INTERNAL AUDIT ANNUAL REPORT 2016/17	66 - 72
To consider the Internal Audit Annual Report 2016/17 and the assurance from the work undertaken during the year on the level of internal control within the systems audited.	
11. COUNTER FRAUD UNIT REPORT AND WORK PLAN 2017/18	73 - 85
To consider the Work Plan 2017/18 and to consider the Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy to comment thereon to the Executive Committee.	
12. NATIONAL FRAUD INITIATIVE 2016/17	86 - 88
To consider the outcomes of the data matching exercise.	
13. ANNUAL GOVERNANCE STATEMENT 2016/17	89 - 102
To approve the Annual Governance Statement 2016/17.	

DATE OF NEXT MEETING
THURSDAY, 21 SEPTEMBER 2017
COUNCILLORS CONSTITUTING COMMITTEE

Councillors: K J Cromwell, A J Evans, Mrs P A Godwin, B C J Hesketh,
Mrs S E Hillier-Richardson, Mrs H C McLain (Vice-Chair) and V D Smith (Chair)

Substitution Arrangements

The Council has a substitution procedure and any substitutions will be announced at the beginning of the meeting.

Recording of Meetings

Please be aware that the proceedings of this meeting may be recorded and this may include recording of persons seated in the public gallery or speaking at the meeting. Please notify the Democratic Services Officer if you have any objections to this practice and the Chairman will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the public and press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.