

13 September 2017

<b>Committee</b>	Audit
<b>Date</b>	Thursday, 21 September 2017
<b>Time of Meeting</b>	2:00 pm
<b>Venue</b>	Committee Room 1

**ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND**



**for Sara J Freckleton  
Borough Solicitor**

<b>Agenda</b>
---------------

**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)
<b>3. DECLARATIONS OF INTEREST</b>	
<p>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.</p>	
<b>4. MINUTES</b>	1 - 12
<p>To approve the Minutes of the meeting held on 19 July 2017.</p>	
<b>5. AUDIT COMMITTEE WORK PROGRAMME</b>	13 - 20
<p>To consider the Audit Committee Work Programme.</p>	
<b>6. LETTER OF REPRESENTATION 2016/17</b>	21 - 26
<p>To approve the Letter of Representation 2016/17.</p>	
<b>7. EXTERNAL AUDITORS' AUDIT FINDINGS</b>	27 - 63
<p>To consider the external auditors' Audit Findings 2016/17.</p>	
<b>8. STATEMENT OF ACCOUNTS 2016/17</b>	64 - 165
<p>To approve the Statement of Accounts 2016/17.</p>	
<b>9. UBICO FOLLOW-UP AUDIT REPORT</b>	166 - 186
<p>To consider the progress made in respect of the recommendations arising from the Ubico audit.</p>	
<b>10. HEALTH AND SAFETY REPORT 2016/17</b>	187 - 206
<p>To consider the Council's Health and Safety Report 2016/17.</p>	
<b>11. INTERNAL AUDIT PLAN MONITORING REPORT</b>	207 - 223
<p>To consider the Internal Audit work undertaken and the assurance given on the adequacy of internal controls operating in the systems audited.</p>	
<b>12. INTERNAL AUDIT QUALITY ASSURANCE AND IMPROVEMENT PROGRAMME</b>	224 - 234
<p>To consider the Internal Audit Quality Assurance and Improvement Programme.</p>	
<b>13. APPOINTMENT OF EXTERNAL AUDITORS</b>	235 - 238
<p>To approve the appointment of the Council's external auditors for five years from 2018/19.</p>	

**DATE OF NEXT MEETING**  
**WEDNESDAY, 13 DECEMBER 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.