

5 December 2017

Committee	Audit
Date	Wednesday, 13 December 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 meeting held on 21 September 2017.	
5. AUDIT COMMITTEE WORK PROGRAMME	12 - 18
To consider the Audit Committee Work Programme.	
6. COUNTER FRAUD UNIT UPDATE	19 - 22
To consider the six monthly update from the Counter Fraud Unit.	
7. GRANT THORNTON PROGRESS REPORT	23 - 37
To consider the external auditor's report on progress against planned outputs.	
8. ANNUAL AUDIT LETTER 2016/17	38 - 49
To consider the external auditor's Audit Letter 2016/17.	
9. EXTERNAL AUDITOR'S CERTIFICATION YEAR END LETTER MARCH 2017	50 - 54
To consider the certification year-end letter March 2017.	
10. INTERNAL AUDIT PLAN MONITORING REPORT	55 - 80
To consider the Internal Audit work undertaken and the assurance given on the adequacy of internal controls operating in the systems audited.	
11. MONITORING OF SIGNIFICANT GOVERNANCE ISSUES	81 - 90
To consider the monitoring report on the Significant Governance Issues identified in the Annual Governance Statement and to review progress against the actions.	

DATE OF NEXT MEETING

WEDNESDAY, 28 MARCH 2018

COUNCILLORS CONSTITUTING COMMITTEE

Councillors: K J Cromwell, A J Evans, P A Godwin, B C J Hesketh, S E Hillier-Richardson, 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.