

10 July 2018

<b>Committee</b>	Audit
<b>Date</b>	Wednesday, 18 July 2018
<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>
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**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.</b>	<b>DECLARATIONS OF INTEREST</b>	
	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.	
<b>4.</b>	<b>MINUTES</b>	1 - 10
	To approve the Minutes of the meeting held on 28 March and 15 May 2018.	
<b>5.</b>	<b>AUDIT COMMITTEE WORK PROGRAMME</b>	11 - 17
	To consider the Audit Committee Work Programme.	
<b>6.</b>	<b>COUNTER-FRAUD UNIT REPORT</b>	18 - 22
	To consider the annual update on the work of the Counter Fraud Team.	
<b>7.</b>	<b>EXTERNAL AUDITOR'S AUDIT FINDINGS</b>	23 - 47
	To consider the external auditors' Audit Findings 2017/18.	
<b>8.</b>	<b>LETTER OF REPRESENTATION 2017/18</b>	48 - 54
	To approve the Letter of Representation 2017/18.	
<b>9.</b>	<b>STATEMENT OF ACCOUNTS 2017/18</b>	55 - 142
	To approve the Statement of Accounts 2017/18.	
<b>10.</b>	<b>EXTERNAL AUDITOR'S FEE LETTER 2018/19</b>	143 - 146
	To consider the external auditors' fee letter in relation to the audit work to be undertaken during 2018/19.	
<b>11.</b>	<b>INTERNAL AUDIT PLAN MONITORING REPORT</b>	147 - 168
	To consider the internal audit work completed and the assurance given on the adequacy of internal controls operating in the systems audited.	
<b>12.</b>	<b>INTERNAL AUDIT ANNUAL REPORT 2017/18</b>	169 - 176
	To consider the Internal Audit Annual Report 2017/18 and the assurance from the work undertaken during the year that, overall, the Council's governance, risk management and control environment is generally effective and, where areas of concern have been identified, there has been a positive management response.	
<b>13.</b>	<b>INTERNAL AUDIT CHARTER</b>	177 - 191
	To approve the Internal Audit Charter.	
<b>14.</b>	<b>ANNUAL GOVERNANCE STATEMENT 2017/18</b>	192 - 205
	To approve the Annual Governance Statement 2017/18.	

Item	Page(s)
15. DATA PROTECTION POLICY	206 - 223
To recommend to the Executive Committee that the Data Protection Policy be approved.	
16. ANNUAL AUDIT COMMITTEE REPORT	To Follow
To approve the annual Audit Committee Report.	

<p style="text-align: center;"><b>DATE OF NEXT MEETING</b></p> <p style="text-align: center;"><b>WEDNESDAY, 19 SEPTEMBER 2018</b></p> <p style="text-align: center;"><b>COUNCILLORS CONSTITUTING COMMITTEE</b></p> <p>Councillors: G F Blackwell, K J Cromwell, P A Godwin, B C J Hesketh, S E Hillier-Richardson, H C McLain (Chair) and V D Smith (Vice-Chair)</p>
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### **Substitution Arrangements**

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

### **Recording of Meetings**

In accordance with the Openness of Local Government Bodies Regulations 2014, 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.