

11 September 2018

Committee	Audit
Date	Wednesday, 19 September 2018
Time of Meeting	2:00 pm
Venue	Severn

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND

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.

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.



	Item	Page(s)
4.	MINUTES To approve the Minutes of the meeting held on 18 July 2018.	1 - 13
5.	AUDIT COMMITTEE WORK PROGRAMME To consider the Audit Committee Work Programme.	14 - 21
6.	ANNUAL AUDIT LETTER 2017/18 To consider the external auditor's annual audit letter 2017/18.	22 - 32
7.	ANNUAL HEALTH AND SAFETY REPORT To consider the Council's health and safety report.	33 - 50
8.	INTERNAL AUDIT PLAN MONITORING REPORT To consider the Internal Audit work undertaken and the assurance given on the adequacy of internal controls operating in the systems audited.	51 - 66
9.	INTERNAL AUDIT SIX MONTH PLAN 2018/19 To approve the Internal Audit Six Month Plan 2018/19 (October 2018-March 2019).	67 - 73

DATE OF NEXT MEETING
WEDNESDAY, 12 DECEMBER 2018
COUNCILLORS CONSTITUTING COMMITTEE

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)

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.