

13 July 2021

<b>Committee</b>	Audit and Governance Committee
<b>Date</b>	Wednesday, 21 July 2021
<b>Time of Meeting</b>	2:00 pm
<b>Venue</b>	Tewkesbury Borough Council Offices, Severn Room

## **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 (during office hours staff should proceed to their usual assembly point; outside of office hours proceed to the visitors' car park). 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.	<b>MINUTES</b>  To approve the Minutes of the meetings held on 24 March and 4 May 2021.	1 - 6
5.	<b>AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME</b>  To consider the Audit and Governance Committee Work Programme.	7 - 14
6.	<b>INFORMING THE AUDIT RISK ASSESSMENT FOR TEWKESBURY BOROUGH COUNCIL 2020/21</b>  To consider the external auditor's report on informing the audit risk assessment for Tewkesbury Borough Council 2020/21.	15 - 49
7.	<b>EXTERNAL AUDITOR'S AUDIT PLAN 2020/21</b>  To consider the external auditor's Audit Plan 2020/21.	50 - 72
8.	<b>FEE SCALE FOR THE AUDIT 2021/22</b>  To consider the fee scale for the 2021/22 audit.	73 - 75
9.	<b>COUNTER FRAUD UNIT REPORT</b>  To consider the annual update on the work of the Counter Fraud team.	76 - 82
10.	<b>PROCEEDS OF CRIME AND ANTI-MONEY LAUNDERING POLICY</b>  To consider the Proceeds of Crime and Anti-Money Laundering Policy and recommend to the Executive Committee that it be approved and that authority be delegated to the Head of Finance and Asset Management, in consultation with the Counter Fraud Unit Manager, One Legal and the Lead Member for Corporate Governance, to approve future minor amendments to the policy.	83 - 93
11.	<b>USE OF THE INTERNET AND SOCIAL MEDIA IN INVESTIGATIONS AND ENFORCEMENT POLICY</b>  To consider the Use of the Internet and Social Media in Investigations and Enforcement Policy and recommend to the Executive Committee that it be approved and that authority be delegated to the Borough Solicitor, in consultation with the Counter Fraud Unit Manager and the Lead Member for Corporate Governance, to approve future minor amendments to the policy.	94 - 101
12.	<b>ANNUAL REPORT ON HEALTH AND SAFETY ACTIVITIES 2019/20-2020/21</b>  To consider the adequacy of the Council's health and safety arrangements.	102 - 118
13.	<b>CORPORATE RISK REGISTER</b>  To consider the risks contained within the Corporate Risk Register and assurance that the risks are being effectively managed.	119 - 140

	<b>Item</b>	<b>Page(s)</b>
<b>14.</b>	<b>INTERNAL AUDIT ANNUAL REPORT 2020/21</b>	141 - 147
	To consider the limitation of scope regarding independent assurance from internal audit on the adequacy of the Council's governance, risk management and control environment for 2020/21; and to consider the proposed recovery of the internal audit function during 2021/22.	
<b>15.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT 2021/21</b>	148 - 161
	To approve the Audit and Governance Committee Annual Report 2020/21.	

**DATE OF NEXT MEETING**  
**WEDNESDAY, 15 SEPTEMBER 2021**  
**COUNCILLORS CONSTITUTING COMMITTEE**

Councillors: C M Cody, L A Gerrard, P A Godwin, D W Gray, H C McLain (Vice-Chair), P D McLain, H S Munro, V D Smith (Chair) and P E Smith

### **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.