



AUDIT COMMITTEE

DATE:	Thursday, 26 June 2025
TIME:	10.30 am
VENUE:	Committee Room, Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

MEMBERSHIP:

Councillor Sudra (Chairman)
Councillor Steady (Vice-Chairman)
Councillor Fairley
Councillor Keteca

Councillor Morrison
Councillor Placey
Councillor Platt

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DATE OF PUBLICATION: Wednesday, 18 June 2025

AGENDA

1 Apologies for Absence and Substitutions

The Committee is asked to note any apologies for absence and substitutions received from Members.

2 Minutes of the Last Meeting (Pages 7 - 20)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on Thursday, 27 March 2025.

3 Declarations of Interest

Councillors are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests, and the nature of it, in relation to any item on the agenda.

4 Questions on Notice pursuant to Council Procedure Rule 38

Subject to providing two working days' notice, a Member of the Committee may ask the Chairman of the Committee a question on any matter in relation to which the Council has powers or duties which affect the Tendring District **and** which falls within the terms of reference of the Committee.

5 Report of the Internal Audit Manager - A.1 - Report on Internal Audit - March 2025 - May 2025 and the Annual Report of the Internal Audit Manager (Pages 21 - 42)

To provide a periodic report on the Internal Audit function for the period March 2025 – May 2025 and the Internal Audit Manager Report for 2024/25 as required by the professional standards.

6 Report of the Corporate Director (Finance & IT) - A.2 - Table of Outstanding Issues (Pages 43 - 76)

To present to the Committee the progress on outstanding actions identified by the Committee along with general updates on other issues that fall within the responsibilities of the Committee.

7 Report of the Assistant Director (Corporate Policy and Support) - A.3 - Proposed New Corporate and Housing Complaints Policy - and Adoption (Pages 77 - 104)

The Committee is provided with a proposed new combined Corporate and Housing Complaints Policy for the Council, following a review of the current separate policies and assessment of the requirements of the parallel Housing Ombudsman's Complaint Handling Code and the Local Government and Social Care Complaint Handling Code. While both codes have many areas of common expectations it is worth remembering that the Housing Ombudsman's Code has a statutory footing which means that social housing landlords (such as this Council in respect of its housing stock) are obliged by law to follow its requirements.

8 Exclusion of Press and Public

The Committee is asked to consider passing the following resolution:

“That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of Agenda Item 9 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 7 of Part 1 of Schedule 12A, as amended, of the Act.”

9 Exempt Minute (Pages 105 - 106)

To confirm and sign as a correct record, the exempt minute of the last meeting of the Sub-Committee, held on Thursday, 27 March 2025.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Audit Committee is to be held in the Town Hall, Station Road, Clacton-on-Sea, CO15 1SE at 10.30 am on Thursday, 25 September 2025.

Information for Visitors

FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the hall and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

Your calmness and assistance is greatly appreciated.