



## AUDIT COMMITTEE

<b>DATE:</b>	<b>Thursday, 16 March 2017</b>
<b>TIME:</b>	<b>7.30 pm</b>
<b>VENUE:</b>	<b>Council Chamber, Council Offices, Thorpe Road, Weeley, CO16 9AJ</b>

### MEMBERSHIP:

**Councillor Coley (Chairman)**  
**Councillor Griffiths (Vice-Chairman)**

**Councillor Stephenson**  
**Councillor Poonian**

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**Meeting papers can be provided, on request, in large print, in Braille, or on disc, tape, or in other languages.**

**For further details and general enquiries about this meeting, contact Ian Ford on 01255 686584.**

DATE OF PUBLICATION: Tuesday, 7 March 2017

## 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 held on Thursday 26 January 2017 (Pages 1 - 6)**

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on Thursday 26 January 2017.

### **3 Declarations of Interest**

Councillors are invited to declare any Disclosable Pecuniary Interests or other interest, and the nature of it, in relation to any item on the agenda.

### **4 Report of Head of Planning Services - A.1 - Section 106 Audit Update (Pages 7 - 10)**

To present to the Committee an update in relation to the Section 106 Audit.

### **5 Report of Audit and Governance Manager - A.2 - Report on Internal Audit - December 2016 - February 2017 (Pages 11 - 18)**

To provide the Committee with a periodic report on the Internal Audit function for the period December 2016 – mid February 2017.

### **6 Report of Audit and Governance Manager - A.3 - Internal Audit Charter and Internal Audit Plan 2017/18 (Pages 19 - 38)**

To seek the approval of the Audit Committee for an updated Internal Audit Charter.

To seek the approval of the Audit Committee for the Internal Audit Plan for 2017/18.

### **7 Report of Corporate Director (Corporate Services) - A.4 - External Auditor's Audit Plan 2016/17 (Pages 39 - 60)**

To present for consideration and agreement the External Auditor's Audit Plan for 2016/17.

### **8 Report of Corporate Director (Corporate Services) - A.5 - External Audit - Certification of Claims and Returns Annual Report 2015/16 (Pages 61 - 74)**

To present the External Auditor's certification of claims and returns annual report 2015/16.

### **9 Report of Corporate Director (Corporate Services) - A.6 - Audit Committee Work Programme 2017/18 (Pages 75 - 80)**

To present for approval the Audit Committee's proposed work programme covering the period April 2017 to March 2018.

**10 Report of Corporate Director (Corporate Services) - A.7 - Table of Outstanding Issues (Pages 81 - 86)**

To present to the Committee the progress against outstanding actions identified by the Committee.

**11 Items Scheduled for the Next Meeting of the Committee in June 2017**

Items currently scheduled for that meeting include:

- 1) Annual Report of the Audit and Governance Manager
- 2) Internal Audit Regular Monitoring Report
- 3) Annual Governance Statement (including review of the Council's Code of Corporate Governance)
- 4) Corporate Risk Update
- 5) Table of Outstanding Issues (including update against External Audit Recommendations)

**Date of the Next Scheduled Meeting**

*The next scheduled meeting of the Audit Committee is to be held in the at Time Not Specified on Date Not Specified.*

## **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.