

AGENDA

AUDIT COMMITTEE MEETING

Date: Wednesday, 8 June 2016

Time: 7.20pm – **Please note the time**

Venue: Committee Room, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Andy Booth, Roger Clark, Adrian Crowther, Mick Galvin, Nicholas Hampshire (Chairman), Harrison, Nigel Kay (Vice-Chairman), Samuel Koffie-Williams and Peter Marchington

Quorum = 3

Pages

1. Emergency Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency.

2. Apologies for Absence and Confirmation of Substitutes

3. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real

possibility that a Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

4. Minutes

To approve the Minutes of the Meeting held on 9 March 2016 (Minute Nos. 575 - 583) as a correct record subject to the following amendment:

Minute No. 580 second paragraph to read: A Member considered it important to have a formal record of the corporate risk appetite. He made the observation that it may prove necessary to have that by department, because there may be some parts of the business in which Swale Borough Council will be by necessity highly risk averse and others in which they are prepared to accept higher risk.

Part B Reports for Decision by the Audit Committee

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| 5. | Internal Audit Annual Report 2015/16 | 1 - 32 |
| 6. | Annual Governance Statement | 33 - 44 |
| 7. | Audit Committee Annual Report | |
| | This report is to follow. | |
| 8. | Fee Letter 2016/17 | 45 - 48 |
| 9. | Future Appointment of External Auditors | 49 - 54 |
| 10. | 2015/16 Audit Plan - External Audit | 55 - 74 |
| 11. | Work Programme | 75 - 80 |

Issued on Tuesday, 31 May 2016

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Audit Committee, please visit www.swale.gov.uk

Director of Corporate Services, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT