

AGENDA

AUDIT COMMITTEE MEETING

Date: Wednesday, 9 March 2016

Time: 7.00 pm

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

Membership:

Councillors Andy Booth (Vice-Chairman), Adrian Crowther, Mick Galvin, Nicholas Hampshire (Chairman), Harrison, Alan Horton, Nigel Kay, 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.

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 December 2015 (Minute Nos. 388 – 394) as a correct record.

Part B Reports for Decision by the Audit Committee

5.	Internal Audit Plan 2016/17	1 - 26
6.	Internal Audit Charter Update 2016/17	27 - 52
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8.	Certification of Claims and Returns - Report added 1 March 2016	59 - 74
9.	Progress Report	75 - 90
10.	Audit Committee Work Programme	91 - 96

Issued on Monday, 29 February 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

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