

Swindon Borough Council

Audit Committee

Tuesday, 24 September 2013

Committee Room 6, Civic Offices

At 6.00 p.m.

Conservative Councillors

Roderick Bluh
Michael Bray
John Haines
Steve Weisinger
(Chair)

Labour Councillors

Des Moffatt
Steve Allsopp
Neil Heavens

Committee Officer: Steve Jones (01793 463602)

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(Telephone 01793 445500)

Access Arrangements - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

AGENDA

PART 1 (PUBLIC ITEMS)

1. Apologies for Absence

2. Declarations of Interest

Members are requested at the start of the meeting to declare any known interests in any matter to be considered, and are reminded that any such interest should also be declared at the start of an item or during any discussion of the matter concerned.

3. Public Question Time

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance).

4. Minutes (Pages 1 - 4)

To receive the minutes of the meeting held on 25 June 2013

5. Exempt Items - Exclusion of Press and Public

Certain items are expected to include the consideration of exempt information and the Cabinet is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

<u>Item No.</u>	<u>Paragraph No.</u>
14	7

6. **Consideration of Exempt Information** DLDS (Pages 5 - 14)
7. **Annual Governance Statement** DLDS (Pages 15 - 28)
8. **Annual Statement of Accounts 2012/13 and External Audit: Audit Findings** BDR (Pages 29 - 32)
 - (a) *Annual Statement of Accounts 2012/13*
 - (b) *External Auditor: Audit Findings (To Follow)*
9. **External Audit: Review of the Council's Arrangements for Securing Financial Resilience** (Pages 33 - 68)
10. **External Audit: Audit Committee Update for Swindon Borough Council** (Pages 69 - 82)
11. **External Audit: Grant certification work plan for Swindon Borough Council** (Pages 83 - 90)
12. **Draft Internal Audit Charter** HIA (Pages 91 - 100)
13. **Head of Internal Audit Update** HIA (Pages 101 - 118)

PART 2 (TO BE CONSIDERED WITHOUT THE PRESS AND PUBLIC PRESENT)

14. **Internal Audit reports identifying 'significant' risk or 'of concern': IT Back-up Arrangements** HIA (Pages 119 - 162)

Date of despatch: 16th September 2013

Key:

Officers:

HIA - Head of Internal Audit

Public Question Time - Swindon Borough Council is committed to increasing its accountability to the public and to promoting active citizenship. Up to 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from members of the public about the work of the Committee (except for confidential matters and specific planning applications). Questions must be relevant, clear and concise. Because of time constraints Public Question Time is not an opportunity to

make speeches or statements. Prior notice of a question to the Director of Law and Democratic Services is desirable - particularly if detailed background information is needed.

The Audit Committee - Terms of Reference

(the complete terms of reference and programme of activity for the Audit Committee are set out in Minute 61 of the meeting of the Audit Sub-Committee held on 25 January 2006)

To provide independent assurance to the Council on the following responsibilities:

- (i) the effectiveness of the Council's risk management, internal control and its overall assurance framework;
- (ii) the effectiveness of the Council's financial and non-financial performance to the extent that it might impact upon (i) above;
- (iii) the performance of the Council's Internal Audit section;
- (iv) the receipt and review of External Audit reports and liaison with external auditors on significant matters identified, and
- (v) advise upon and/or review the effectiveness of any other matters referred to the Audit Committee by the Cabinet, the Overview and Scrutiny and Regulatory Committees.