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Date: Friday, 10 September 2021

Dear Sir or Madam

The Audit Committee – Monday, 20 September 2021, 10.30 am – New Council Chamber

A meeting of the Audit Committee will take place as indicated above.

The agenda is set out overleaf.

Yours faithfully

Assistant Director Legal & Governance and Monitoring Officer

To: Members of the Audit Committee

Councillors:

John Cato (Chair), Sandra Hearne, Patrick Keating, Marcia Pepperall and Richard Tucker.

This document and associated papers can be made available in a different format on request.

Agenda

1. **Appointment of Vice Chairman for Municipal Year 2021-22**

2. **Public Participation (Standing Order 17)**

To receive and hear any person who wishes to address the Committee. The Chairman will select the order of the matters to be heard. Each person will be limited to a period of five minutes. Public participation time must not exceed thirty minutes.

Requests to speak must be submitted in writing to the Head of Legal and Democratic Services, or the officer mentioned at the top of this agenda letter, by noon on the working day before the meeting and the request must detail the subject matter of the address.

Note: Given the limited space in the council chamber due to ongoing social distancing measures, anyone wishing to address the Committee is encouraged to submit a full written statement by the above deadline which will be published in advance and read out on their behalf by an officer at the meeting.

3. **Apologies for absence and notification of substitutes**

4. **Declaration of Disclosable Pecuniary Interest (Standing Order 37)**

A Member must declare any disclosable pecuniary interest where it relates to any matter being considered at the meeting. A declaration of a disclosable pecuniary interest should indicate the interest and the agenda item to which it relates. A Member is not permitted to participate in this agenda item by law and should immediately leave the meeting before the start of any debate.

If the Member leaves the meeting in respect of a declaration, he or she should ensure that the Chairman is aware of this before he or she leaves to enable their exit from the meeting to be recorded in the minutes in accordance with Standing Order 37.

5. **Minutes (Pages 5 - 10)**

23 April 2021, to approve as a correct record (attached)

6. **Constitution Review (Pages 11 - 300)**

Report of Assistant Director Legal & Governance and Monitoring Officer (attached)

7. **Risk Register Update (Pages 301 - 310)**

Report of Head of Business Insight, Policy and Partnerships (attached)

8. **Internal Audit Update (Pages 311 - 316)**

Report of Service Director and Head of Audit and Assurance (attached)

9. Informing the Risk Assessment (Pages 317 - 322)

Letter from “Those Charged with Governance” to the External Auditors (attached)

10. Statement of Accounts 2020-21 (Pages 323 - 536)

10 Statement of Accounts 2020-21 Report of Head of Finance (attached)

10.1 Audit Findings Reports – Report of the Council’s External Auditor, Grant Thornton (attached)

10.2 Appendix A Draft Statement of Accounts 2020-21 (attached)

10.3 Appendix B Letter of Representation 2021-21 unsigned (attached)

11. Matters referred by Council, the Executive, other Committees and Panels (if any)

12. Urgent business permitted by the Local Government Act 1972 (if any)

Any item of business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency by reason of special circumstances (to be specified in the Minutes). For a matter to be considered as an urgent item, the following question must be addressed:

“What harm to the public interest would flow from leaving it until the next meeting?” If harm can be demonstrated, then it is open to the Chairman to rule that it be considered as urgent. Otherwise the matter cannot be considered urgent within the statutory provisions.

Exempt Items

Should the Audit Committee wish to consider a matter as an Exempt Item, the following resolution should be passed -

“(1) That the press, public, and officers not required by the Members, the Chief Executive or the Director, to remain during the exempt session, be excluded from the meeting during consideration of the following item of business on the ground that its consideration will involve the disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.”

Also, if appropriate, the following resolution should be passed –

“(2) That members of the Council who are not members of the Audit Committee be invited to remain.”

Mobile phones and other mobile devices

All persons attending the meeting are requested to ensure that these devices are

switched to silent mode. The chairman may approve an exception to this request in special circumstances.

Filming and recording of meetings

The proceedings of this meeting may be recorded for broadcasting purposes.

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting, focusing only on those actively participating in the meeting and having regard to the wishes of any members of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Assistant Director Legal & Governance and Monitoring Officer's representative before the start of the meeting so that all those present may be made aware that it is happening.

Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting.

Emergency Evacuation Procedure

On hearing the alarm – (a continuous two-tone siren)

Leave the room by the nearest exit door. Ensure that windows are closed.

Last person out to close the door.

Do not stop to collect personal belongings.

Do not use the lifts.

Follow the green and white exit signs and make your way to the assembly point.

Do not re-enter the building until authorised to do so by the Fire Authority.

Go to Assembly Point C – Outside the offices formerly occupied by Stephen & Co