

AGENDA

Meeting: Audit and Governance Committee

Place: Kennet Room - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Thursday 17 October 2024

Time: 10.30 am

Please direct any enquiries on this Agenda to Tara Hunt of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718352 or email tara.hunt@wiltshire.gov.uk

Press enquiries to Communications on direct lines 01225 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Voting Membership:

Cllr Iain Wallis (Chairman)

Cllr Stuart Wheeler (Vice-Chairman)

Cllr Chuck Berry

Cllr Pauline Church

Cllr Adrian Foster

Cllr Gavin Grant

Cllr Howard Greenman

Cllr George Jeans

Cllr Antonio Piazza

Cllr Pip Ridout

Cllr Martin Smith

Non-Voting Membership:

Cllr Nick Botterill

Cllr Richard Clewer

Andrew Geddes

Jennifer Whitten

Substitutes:

Cllr Liz Alstrom

Cllr Richard Britton

Cllr Ernie Clark

Cllr Matthew Dean

Cllr Ross Henning

Cllr Jon Hubbard

Cllr Tom Rounds

Cllr Jo Trigg

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To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. For meetings at County Hall there will be two-hour parking. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended. For Monkton Park, please contact reception upon arrival.

Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

Our privacy policy is found [here](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

Part I

Items to be considered while the meeting is open to the public

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 7 - 16*)

To confirm and sign the minutes of the meeting held on Tuesday 23 July 2024.

3 **Declarations of Interests**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chairman , including:

- Statement of Accounts update

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on Thursday 10 October 2024 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on Monday 14 October 2024. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

- 6 **Internal Audit Charter and Mandate** *(Pages 17 - 24)*
To consider the Internal Audit Charter and Mandate.
- 7 **Internal Audit update report** *(Pages 25 - 38)*
To receive the Internal Audit updates from SWAP.
- 8 **Financial Key Controls limited assurance audits - management action plans** *(Pages 39 - 68)*
To receive management action plans in relation to financial key controls limited assurance audits.
- 9 **External Audit Progress Report** *(Pages 69 - 122)*
To receive the External Audit progress report from Grant Thornton.
- 10 **External Audit planning report on the 2020/21, 2021/22 and 2022/23 audits** *(Pages 123 - 150)*
To receive an External Audit planning report on the 2020/21, 2021/22 and 2022/23 audits from Deloitte.
- 11 **Stone Circle Annual Governance Update** *(Pages 151 - 170)*
To receive the annual governance update regarding Stone Circle.
- 12 **Landlord Compliance Fire Safety - General Fund Assets - Action Plans**
To receive a presentation detailing action plans on Landlord Compliance Fire Safety – General Fund Assets, following a limited assurance audit.
- 13 **Procurement Action Plan** *(Pages 171 - 184)*
To receive a presentation on the procurement action plan, following a limited assurance audit.
- 14 **Forward Work Programme** *(Pages 185 - 186)*
To note the Forward Work Programme
- 15 **Date of Next Meeting**
To note that there will be an extraordinary meeting of the Committee at 1.30pm on 28 November 2024, to consider the Statement of Accounts 2020/21 to 2022/23.

To note that the next regular meeting of the Committee will be held at 10.30am on 29 January 2025.
- 16 **Urgent Items**
Any other items of business, which the Chairman agrees to consider as a matter

of urgency.

Part II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

None