

# AGENDA

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**Meeting:** Audit and Governance Committee

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

**Date:** Wednesday 7 February 2024

**Time:** 2.30 pm

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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](mailto: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](http://www.wiltshire.gov.uk)

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## Membership:

Cllr Iain Wallis (Chairman)

Cllr Stuart Wheeler (Vice-Chairman)

Cllr Chuck Berry

Cllr Adrian Foster

Cllr Gavin Grant

Cllr George Jeans

Cllr Antonio Piazza

Cllr Pip Ridout

Cllr Mike Sankey

Cllr Martin Smith

Cllr Howard Greenman

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## Substitutes:

Cllr Liz Alstrom

Cllr Ernie Clark

Cllr Matthew Dean

Cllr Ross Henning

Cllr Jon Hubbard

Cllr Tom Rounds

Cllr Jo Trigg

Cllr Pauline Church

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## **Recording and Broadcasting Information**

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

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. 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.

## **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 5 - 14*)

To confirm and sign the minutes of the meeting held on 22 November 2023.

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 Chair.

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 31 January 2023 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 2 February 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 **Statement of Accounts 2019/20** (*To Follow*)

To receive a report from the Corporate Director of Resources, and the Director of Finance & Procurement.

- 7        **Internal Audit Update Report** (*Pages 15 - 22*)  
To receive a report from SWAP.
- 8        **Corporate Procurement Card Audit Service Update** (*Pages 23 - 30*)  
To receive a presentation from the Director of Finance & Procurement.
- 9        **Governance Update on Annual Governance Statement 2022/23 Actions**  
(*Pages 31 - 42*)  
To receive a report from the Director of Legal & Governance.
- 10       **Risk Management** (*Pages 43 - 126*)  
To receive a report from the Director of Legal & Governance.
- 11       **Housing Revenue Account (HRA) Landlord Compliant Report** (*Pages 127 - 144*)  
To receive a report from the Director of Assets.
- 12       **Forward Work Programme** (*Pages 145 - 148*)  
To note the Forward Work Programme
- 13       **Date of Next Meeting**  
To note that the next scheduled meeting of the Committee will be held on 23 April 2024.
- 14       **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