

# AGENDA

---

**Meeting:** Audit Committee

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

**Date:** Thursday 7 November 2019

**Time:** 10.00 am

---

Please direct any enquiries on this Agenda to Tara Shannon, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718352 or email [tara.shannon@wiltshire.gov.uk](mailto:tara.shannon@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)

---

## Membership:

Cllr Richard Britton (Chairman)  
Cllr Stewart Dobson (Vice-Chairman)  
Cllr Gavin Grant  
Cllr Mike Hewitt  
Cllr Edward Kirk  
Cllr Tony Jackson

Cllr Andy Phillips  
Cllr Ian Thorn  
Cllr John Walsh  
Cllr Anna Cuthbert  
Cllr Stuart Wheeler

---

## Substitutes:

Cllr Peter Evans  
Cllr Ross Henning  
Cllr Ruth Hopkinson  
Cllr Jon Hubbard

Cllr Jim Lynch  
Cllr Ricky Rogers  
Cllr Pip Ridout

---

## **Recording and Broadcasting Information**

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

## **Parking**

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. 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](#).

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 - 12*)

To confirm and sign the minutes of the meeting held on 24 July 2019.

3 **Declarations of Interests**

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

4 **Chairman's Announcements**

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 **(4 clear working days, e.g. Wednesday of week before a Wednesday meeting)** 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 clear working days, eg Friday of week before a Wednesday meeting)**. 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 **Q2 IA Report** (*Pages 13 - 46*)

An updated report from South West Audit Partnership is attached.

7 **SWAP - Public Sector Internal Audit Standards Assessment**

Report from SWAP on the outcome of their Triennial External Assessment of their compliance with international Internal Audit standards

This agenda item to be deferred to the next meeting

8 **Risk and Performance Management Policy - Update on the Implementation of the Policy** *(Pages 47 - 50)*

Report attached

9 **Service Area Risk Register - Children's Services** *(Pages 51 - 54)*

Lucy Townsend - Director Families & Children's Services to give a verbal update

10 **Outcome Based Business Planning**

Cllr Richard Britton to give a verbal update

11 **Appointment of a S151 Officer**

A verbal update will be provided.

12 **Task and Finish Group** *(Pages 55 - 62)*

To receive a report from the Task & Finish Group regarding independent co-opted lay members

13 **Corporate Governance Update**

Cllr Richard Britton to give a verbal update

14 **Forward Work Programme** *(Pages 63 - 64)*

To note the Forward Work Programme

15 **Date of Next Meeting**

To note that the next regular meeting of the Committee will be held on Wednesday 12 February 2020

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**