

# AGENDA

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**Meeting:** Audit Committee  
**Place:** The Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 26 September 2017  
**Time:** 2.00 pm

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Please direct any enquiries on this Agenda to Becky Holloway, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 718063 or email [becky.holloway@wiltshire.gov.uk](mailto:becky.holloway@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 Richard Britton (Chairman)	Cllr Jim Lynch
Cllr Tony Deane	Cllr Andy Phillips
Cllr Stewart Dobson (Vice Chairman)	Cllr Leo Randall
Cllr Mike Hewitt	Cllr Ian Thorn
Cllr Tony Jackson	Cllr John Walsh
Cllr Edward Kirk	

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## Substitutes:

Cllr Ian Blair-Pilling	Cllr Ross Henning
Cllr Anna Cuthbert	Cllr Ruth Hopkinson
Cllr Peter Evans	Cllr Jon Hubbard
Cllr Gavin Grant	Cllr Ricky Rogers

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## **Recording and Broadcasting Information**

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

## **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 5 - 10*)

To confirm and sign the minutes of the meeting held on 26 July 2017

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 Tuesday 19 September 2017** 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 Thursday 21 September 2017**. 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        **Healthy Organisations Briefing session**
- 7        **Internal Audit Activity and Opinion Annual Report 2016-17** *(Pages 11 - 36)*  
To consider the report and note the findings of the internal auditors.
- 8        **Internal Audit Plan 2017-18** *(Pages 37 - 64)*  
To note the Internal Audit Plan for 2017-18
- 9        **Counter Fraud Plan 2017/18** *(Pages 65 - 76)*  
To note the Counter Fraud Plan for 2017-18
- 10       **Internal Audit Activity 2017-18 - September Update** *(Pages 77 - 104)*  
To consider the report and note the findings of the internal auditors.
- 11       **Information Governance SIRO Annual Report** *(Pages 105 - 116)*  
To note the conclusions and recommendations of the report
- 12       **Forward Work Programme** *(Pages 117 - 118)*  
To note the Forward Work Programme
- 13       **Date of Next Meeting**  
To note that the next regular meeting of the Committee will be held on 30 November 2017.
- 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**