

AGENDA

Meeting: Audit Committee
Place: Kennet Room - County Hall, Bythesea Road, Trowbridge, BA14
8JN
Date: Wednesday 6 February 2019
Time: 10.00 am

Please direct any enquiries on this Agenda to Jessica Croman of Democratic Services, County Hall, Trowbridge, direct line 01225 718262 or email jessica.croman@wiltshire.gov.uk

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Press enquiries to Communications on direct lines (01225) 713114 / 713115

Membership:

Cllr Richard Britton (Chairman)	Cllr Andy Phillips
Cllr Stewart Dobson (Vice-Chairman)	Cllr Leo Randall
Cllr Gavin Grant	Cllr John Smale
Cllr Mike Hewitt	Cllr Ian Thorn
Cllr Edward Kirk	Cllr John Walsh
Cllr Tony Jackson	

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If you have any queries please contact Democratic Services using the contact details above.

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 - 8*)

To confirm and sign the minutes of the meeting held on 14 November 2018

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 **External Auditors** (*Pages 9 - 38*)

- Understanding the Key Steps in the Conduct of an External Audit
- Audit Plan
- Working with SWAP

- 7 **Approach to Internal Audit Plan 2019/20** *(Pages 39 - 44)*
To consider a report on SWAP's internal audit plan for 2019/20
- 8 **Q3 Internal Audit Report** *(Pages 45 - 72)*
To consider the internal audit report for quarter 3 - 2018/19
- 9 **Update: Anti-Fraud and Corruption Policy**
To receive a verbal update from SWAP
- 10 **Risk and Performance Management** *(Pages 73 - 94)*
To consider a report on risk and performance management processes
- 11 **Finance Department Risk Register** *(Pages 95 - 98)*
To receive a presentation from Becky Hellard, Director of Finance & Procurement
- 12 **Finance Director Recruitment Update**
To receive a verbal update on the recruitment of a financial director
- 13 **Forward Work Programme** *(Pages 99 - 100)*
To note the forward work programme
- 14 **Date of Next Meeting**
To note that the next regular meeting of the Committee will be held on 17 April 2019.
- 15 **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