

## AGENDA

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**Meeting:** Audit  
**Place:** Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Wednesday 18 December 2013  
**Time:** 9.30 am

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Please direct any enquiries on this Agenda to David Parkes of Democratic Services, County Hall, Trowbridge, direct line (01225) 718220 or email [david.parkes@wiltshire.gov.uk](mailto:david.parkes@wiltshire.gov.uk)

All public reports referred to on this agenda 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  
Cllr Tony Deane (Chairman)  
Cllr Stewart Dobson  
Cllr David Jenkins  
Cllr Julian Johnson  
Cllr Stephen Oldrieve  
Cllr Helen Osborn

Non-Voting Members  
Cllr Jane Scott OBE

Substitutes  
Cllr Trevor Carbin  
Cllr Chris Caswill  
Cllr Terry Chivers  
Cllr Peter Edge  
Cllr Peter Evans  
Cllr Nick Fogg

Cllr Linda Packard  
Cllr Sheila Parker (Vice Chairman)  
Cllr David Pollitt  
Cllr James Sheppard

Cllr Dick Tonge

Cllr Mike Hewitt  
Cllr Chris Hurst  
Cllr George Jeans  
Cllr John Noeken  
Cllr Jeff Osborn

## Part I

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

**1 Apologies and Membership Changes**

**2 Chairman's Announcements**

To receive any announcements through the Chair.

**3 Minutes of the Previous Meeting (*Pages 1 - 10*)**

To confirm and sign the minutes of the Audit Committee meetings held on 4 and 17 September 2013.

**4 Members' Interests**

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

**5 Public Participation and Committee Members' Questions**

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 the agenda (acting on behalf of the Director of Resources) no later than 5pm on **11 December 2013**. 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 December Update Report (Pages 11 - 38)**

A report from the Associate Director, Finance (s.151 Officer) is attached.

**7 KPMG (External Audit) Annual Audit letter 2012/13 (Pages 39 - 48)**

The Annual Audit letter 2012/13 is attached.

**8 QL Housing Implementation - Data migration (Pages 49 - 56)**

The Wiltshire Council Housing Migration Report (2012/13) from KPMG is attached.

**9 Report of the Audit Committee Task Group Review of Internal Audit Project Procedures and Reporting (Pages 57 - 62)**

At its meeting on 17 September 2013 the Audit Committee agreed the membership of a Task Group on Internal Audit. A report from the Task Group is attached.

**10 Forward Work Programme**

To suggest items for a Forward Work Programme.

**11 Date of next meeting**

To note that the next regular meeting of the Committee will be held on Tuesday 11 March 2014.

**12 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**