

AGENDA

Meeting: Audit and Governance Committee

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

Date: Friday 17 January 2025

Time: 11.30 am

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

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

Voting Membership:

Cllr Iain Wallis (Chairman)

Cllr Stuart Wheeler (Vice-Chairman)

Cllr Chuck Berry

Cllr Pauline Church

Cllr Adrian Foster

Cllr Gavin Grant

Cllr Howard Greenman

Cllr George Jeans

Cllr Antonio Piazza

Cllr Pip Ridout

Cllr Martin Smith

Non-Voting Membership:

Cllr Nick Botterill

Cllr Richard Clewer

Andrew Geddes

Jennifer Whitten

Substitutes:

Cllr Liz Alstrom

Cllr Richard Britton

Cllr Ernie Clark

Cllr Matthew Dean

Cllr Ross Henning

Cllr Jon Hubbard

Cllr Tom Rounds

Cllr Jo Trigg

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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. For meetings at County Hall there will be two-hour parking. 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. For Monkton Park, please contact reception upon arrival.

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 7 - 50*)

To confirm and sign the minutes of the ordinary meeting held on 17 October 2024 and the extraordinary meeting held on 5 December 2024.

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 Chairman.

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 Friday 10 January 2025 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 Tuesday 14 January 2025. 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 **Annual Audit Letter for 2019/20 audit** (*Pages 51 - 64*)

To receive the Annual Audit Letter for the 2019/20 audit from the external

auditors for that year, Deloitte.

7 **Annual Governance Statement (AGS) 2023/24 governance update on actions** *(Pages 65 - 74)*

To receive a governance update on improvement actions within the 2023/24 AGS.

8 **Internal audit update reports** *(Pages 75 - 84)*

To receive the internal audit updates from SWAP.

9 **Early Years Extended Entitlement internal audit - management action plans** *(Pages 85 - 90)*

To receive management action plans in relation to an Early Years Extended Entitlement no assurance internal audit.

10 **Direct Payments Children's internal audit - management action plans** *(Pages 91 - 96)*

To receive management action plans in relation to a Direct Payments Children's limited assurance internal audit.

11 **External audit progress report** *(Pages 97 - 120)*

To receive an external audit progress report from Grant Thornton.

12 **Forward Work Programme** *(Pages 121 - 122)*

To note the Forward Work Programme

13 **Date of Next Meeting**

To note that there will be an extraordinary meeting of the Committee on 18 February 2025 at 10.30am. The next regular meeting of the Committee will be held on 10 April 2025 at 10.30am.

14 **Urgent Items**

Any other items of business, which the Chairman agrees to consider as a matter of urgency.

15 **Exclusion of the Press and Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 16 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 1 and 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

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

16 **IT audit findings report** (*Pages 123 - 140*)

To receive an IT audit findings report from the external auditors, Grant Thornton.