



**DEMOCRATIC AND ELECTORAL SERVICES**

Dealt with by:	Democratic Services	Switchboard:	01895 837200
Your Ref:		Fax:	01895 837277
My Ref:		e-mail:	democraticservices@southbucks.gov.uk
Date:	25 June 2014	Direct Line:	01895 837225/837227

Dear Councillor

**AUDIT COMMITTEE**

The next meeting of the Audit Committee will be held as follows:

DATE: THURSDAY, 3RD JULY, 2014  
TIME: 6.00 PM  
VENUE: ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

**Director of Resources**

To: The Audit Committee

Mr Hollis  
Mr Hardy  
Mr Anthony  
Mr Bradford  
Dr A Dhillon  
Mrs Wallis



## Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

## A G E N D A

	(Pages)
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	
To confirm the minutes of the meeting held on 27 March 2014.	(1 - 4)
3. <b>Complaints Monitoring Report 2013/14</b>	
To consider the report of the Head of Legal and Democratic Services.	(5 - 8)
4. <b>Review of Code of Conduct and Complaints Procedure</b>	
To consider the report of the Head of Legal and Democratic Services.	(9 - 12)
<i>Appendix 1</i>	(13 - 20)
<i>Appendix 2</i>	(21 - 32)
<i>Appendix 3</i>	(33 - 44)
5. <b>Internal Audit ICT Governance and Controls Report</b>	
To consider report of the Director of Resources.	(45 - 60)
6. <b>Internal Audit Progress Report</b>	
To consider report of TIAA.	(61 - 62)
<i>Appendix</i>	(63 - 80)
7. <b>Internal Audit Annual Assurance Report 2013/14</b>	
To consider report of TIAA.	(81 - 82)
<i>Appendix</i>	(83 - 90)
8. <b>External Audit Fee Letter 2014/15</b>	
To consider the letter from Ernst & Young LLP.	(91 - 94)
9. <b>External Audit Fraud Briefing</b>	
To receive a presentation on Protecting the Public Purse Fraud Briefing 2013.	
10. <b>Understanding how the Audit Committee gains assurance from Management</b>	
To consider report of the Director of Resources.	(95 - 96)

*Appendix 1*

(97 - 98)

*Appendix 2*

(99 - 102)

11. **Annual Governance Statement 2013/14**

To consider report of the Director of Resources.

(103 - 128)

12. **Audit Work Programme**

To receive the current work programme of the Audit Committee.

(129 - 130)

13. **Standards Work Programme**

To receive the current Standards work programme.

(131 - 132)

14. **Any Other Business**

To consider any other business which the Chairman decides is urgent.

The next meeting is due to take place on Thursday, 18 September 2014