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DEMOCRATIC AND ELECTORAL SERVICES

Dealt with by: Democratic Services Switchboard: 01895 837200

My Ref: e-mail: democraticservices@southbucks.gov.uk

Date: 10 June 2015 Direct Line: 01895 837225/837227

Dear Councillor

AUDIT COMMITTEE

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

DATE: THURSDAY, 18TH JUNE, 2015

TIME: **5.00 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 Bradford

Mr D Smith

Mrs Gibbs

Mr Hogan

Mr Hollis

Mr Sangster

Audio/Visual Recording of Meetings

Please note: This meeting might be filmed, photographed, audio-recorded or reported by a party other than South Bucks District Council for subsequent broadcast or publication.

If you intend to film, photograph or audio record the proceedings or if you have any questions please contact the Democratic Services Officer (members of the press please contact the Communications Officer).



Chief Executive: Alan Goodrum

Directors: Jim Burness (Resources) Bob Smith (Services)

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.

AGENDA

(Pages)

(5 - 6)

1. Apologies for absence

2. Audit Committee Briefing

To receive a presentation on the role and responsibilities of the Audit Committee.

3. Minutes

To confirm the minutes of the meetings held on 12 March 2015 and 26 (1 - 4) May 2015.

4. Complaints Monitoring Report 2014/15

To consider report of the Head of Legal and Democratic Services,

5. Review of Standards Training for new Members

To consider report of the Head of Legal and Democratic Services. (7 - 8)

Appendix 1 (9 - 10) Appendix 2 (11 - 34)

6. Appointment of Independent Member - Update

To receive an oral update from the Head of Legal and Democratic Services.

7. Standards Work Programme

To receive the current Standards Work Programme. (35 - 36)

8. Proposed Amendments to the Financial Procedure Rules

To consider report of the Director of Resources. (37 - 40)

9. Internal Audit Progress Report

To consider report of TIAA (41 - 52)

10. Internal Audit Annual Report

To receive the Annual Report from TIAA. (53 - 58)

11. External Audit Annual Fee Letter 2015/16

To consider report of Ernst and Young. (59 - 62)

12. Understanding how the Audit Committee gains Assurance from Management

Appendix 1 (65 - 66)

(63 - 64)

Appendix 2 (67 - 70)

13. Annual Governance Statement

To consider report of the Director of Resources.

To consider report of the Director of Resources. (71 - 96)

14. Audit Work Programme

To receive the current Audit Work Programme. (97 - 98)

15. Any Other Business

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

The next meeting is due to take place on Thursday, 24 September 2015