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#### **DEMOCRATIC AND ELECTORAL SERVICES**

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Date: 21 September 2016 Direct Line: 01895 837225/837224

**Dear Councillor** 

#### **AUDIT COMMITTEE**

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

DATE: THURSDAY, 29TH SEPTEMBER, 2016

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 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).



Acting Chief Executive: Bob Smith Director of Resources: Jim Burness Interim Director of Services: Anita Cacchioli

## **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

1.	Apologies for absence	(Pages)	
2.	Minutes		
	To confirm the minutes of the meeting held on 28 June 2016.	(5 - 10)	
3.	External Audit Results Report		
	To consider report of Ernst & Young LLP	(11 - 34)	
4.	Joint Anti-Fraud, Bribery and Corruption Policy and Joint Protected Disclosure Policy		
	To consider report of Head of Customer Services.	(35 - 36)	
	Appendix 1 - Joint Anti-Fraud, Bribery and Corruption Policy Appendix 2 - Protected Disclosure Policy	(37 - 44) (45 - 50)	
5.	Complaints Monitoring Procedure		
	To consider report of Monitoring Officer.	(51 - 54)	
	Appendix 1 - Member Complaints Procedure and Form	(55 - 66)	
6.	Appointment of Independent Member		
	To consider report of Monitoring Officer.	(67 - 70)	
	Appendix 1 - Role Description and Person Specification	(71 - 74)	
7.	Final 2015/16 Statement of Accounts		
	To consider report of the Director of Resources.	(75 - 82)	
8.	Internal Audit Progress Report		
	To consider report of TIAA.	(83 - 96)	

## 9. Comparison of IA Assurance Levels

	To consider report of TIAA.	(97 - 102)
10.	Farnham Park Charitable Trust Statement of Accounts 2015/16	(103 - 108)
	Appendix A - Public Benefit Appendix B - Annual Report and Accounts	(109 - 112) (113 - 134)
11.	Farnham Park Charitable Trust Audit Results Report	
	To consider report of Wilkins Kennedy LLP.	(135 - 154)
12.	Work Programme	
	To receive the current work programme of the Audit Committee.	(155 - 156)
12	Any Other Pusiness	

# 13. **Any Other Business**

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

The next meeting is due to take place on Thursday, 19 January 2017