

## DEMOCRATIC AND ELECTORAL SERVICES

Dealt with by:	Democratic Services	Switchboard:	01895 837200
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Date:	27 June 2017	Direct Line:	01895 837225/837224

Dear Councillor

### AUDIT COMMITTEE (SBDC)

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

DATE: <b>V</b>	<b>VEDNESDAY</b> ,	<b>5TH JULY</b> ,	2017
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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 (SBDC)

Mr D Smith Mr Anthony Mr Griffin Miss Hazell 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: 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.	Minutes	(Pages)
	To confirm the minutes of the meeting held on 16 March 2017.	(5 - 6)
2.	Apologies for Absence	
3.	Declarations of Interest	
4.	Complaints Monitoring Report 2016/17	(7 - 10)
	Appendix: Complaints Procedure	(11 - 20)
5.	Review of Policy on Gifts and Hospitality	(21 - 24)
	Appendix 1: Joint Anti-Fraud, Bribery and Corruption Policy Appendix 2: Draft Protocol relating to Gifts and Hospitality	(25 - 34) (35 - 44)
6.	Appointment of an Independent Person	(45 - 48)
	Appendix: Role & Description for Independent Person	(49 - 52)
7.	Standards Work Programme 2017/2018	(53 - 54)
8.	TIAA Annual Assurance Report 2016/17	
	To consider the report of TIAA.	(55 - 60)
9.	TIAA Progress Report 2016/17	(61 - 72)
10.	TIAA Progress Report 2017/18	(73 - 78)

# 11. Annual Governance Statement 2016/17

	To consider the report of Director of Resources.	(79 - 86)
	Appendix 1 Appendix 2 Appendix 3 Appendix 4	(87 - 90) (91 - 92) (93 - 94) (95 - 98)
12.	South Bucks District Council Annual Fraud Report	
	To consider the report of the Director of Resources.	(99 - 106)
13.	Ernest & Young Audit Fee Letter	
	To note the External Audit Fee Letter from Ernst and Young for 2017/18.	(107 - 110)
14.	Audit Work Programme	
	To receive the current work programme of the Audit Committee.	(111 - 112)
15.	Exclusion of the Public (if required)	

The next meeting is due to take place on Thursday, 28 September 2017