



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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### Chief Executive

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**NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.**

Contact: Committee Services  
[committee.services@tmbc.gov.uk](mailto:committee.services@tmbc.gov.uk)

22 March 2018

To: MEMBERS OF THE AUDIT COMMITTEE  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Audit Committee to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 3rd April, 2018 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

## A G E N D A

### PART 1 - PUBLIC

- |    |                          |       |
|----|--------------------------|-------|
| 1. | Apologies for absence    | 5 - 6 |
| 2. | Declarations of interest | 7 - 8 |

3. Minutes 9 - 14

To confirm as a correct record the Minutes of the meeting of Audit Committee held on 22 January 2018

**Matters for Recommendation to the Council**

4. Audit Committee Annual Report 15 - 22

*The report is produced to inform the Council of how the Audit Committee has provided independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.*

5. Local Code of Corporate Governance 23 - 44

*The report provides information on the outcome of the annual review of the Local Code of Corporate Governance.*

**Matters for Recommendation to the Cabinet**

6. Treasury Management Update 45 - 56

*The report provides an update on treasury management activity undertaken during the 2017/18 financial year within the context of the national economy and invites Members to endorse the action taken by officers and note the treasury position at the end of February 2018.*

**Decisions to be taken under Delegated Powers**

7. Internal Audit and Fraud Plan 2018/19 57 - 62

*The report seeks approval of the Internal Audit and Fraud Plan for the year 2018/19.*

8. Members Assurance on Compliance with International Standards on Auditing 63 - 68

*Under International Standards on Auditing the external auditor asks those charged with governance, which for this purpose is the Audit Committee, to consider and formally respond to a set of questions.*

**Matters submitted for Information**

9. Management Team Assurance on Compliance with International Standards on Auditing 69 - 74

*Under International Standards on Auditing the external auditor asks Management Team to consider and formally respond to a set of questions. The report provides supporting evidence for the Audit Committee's consideration of the matter.*

10. Internal Audit and Counter Fraud Update 75 - 94
- The report provides an update on the work of both the Internal Audit function and the Counter Fraud function for the period April 2017 to February 2018.*
11. Grant Thornton - External Audit Plan 95 - 112
- The report presents the External Audit Plan for year ending 31 March 2018.*
12. Scale of Audit Fees for 2018/19 113 - 114
- The report advises of the scale of audit fees for the audit of the 2018/19 accounts.*
13. Urgent Items 115 - 116
- Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

### **Matters for consideration in Private**

14. Exclusion of Press and Public 117 - 118
- The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

### **PART 2 - PRIVATE**

#### **Matters submitted for Information**

15. Insurance Claims History: April 2017 - March 2018 119 - 124
- LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person
- The report informs Members of the nature and volume of liability and property damage insurance claims submitted during the period April 2017 – March 2018.*
16. Urgent Items 125 - 126
- Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **MEMBERSHIP**

Cllr V M C Branson (Chairman)  
Cllr M C Base (Vice-Chairman)

Cllr T Bishop  
Cllr T Edmondston-Low  
Cllr B T M Elks  
Cllr S R J Jessel

Cllr Mrs F A Kemp  
Cllr S C Perry  
Cllr B W Walker