



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

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

22 March 2019

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 Monday, 1st April, 2019 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 - 12

To confirm as a correct record the Minutes of the meeting of Audit Committee held on 21 January 2019

Matters for Recommendation to the Council

4. Audit Committee Annual Report 13 - 20

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. It is recommended that the report is presented to the Council to support this assurance.

5. Local Code of Corporate Governance 21 - 22

Report to follow

Decisions to be taken under Delegated Powers

6. Internal Audit and Fraud Plan 2019/20 23 - 28

The report seeks Members' approval of the Internal Audit and Fraud Plan for the year 2019/20.

7. Members Assurance on Compliance with International Standards on Auditing 29 - 32

Under International Standards on Auditing the external auditor has asked those charged with governance, which for this purpose is the Audit Committee, as to knowledge of any actual, suspected or alleged fraud affecting the entity.

Matters submitted for Information

8. Management Team Assurance on Compliance with International Standards on Auditing 33 - 38

Under International Standards on Auditing the external auditor asks Management Team to consider and formally respond to a set of questions. The Audit Committee is also asked to do so and this report provides supporting evidence for that purpose.

9. Treasury Management Performance Update 39 - 48

The report provides details of investments undertaken and return achieved in the first eleven months of the current financial year.

10. Internal Audit and Counter Fraud Update 49 - 66
The report provides an update on the work of both the Internal Audit function and the Counter Fraud function for the period April 2018 to February 2019.
11. Scale of Audit Fees for 2019/20 67 - 68
The report informs Members of the scale of audit fees for 2019/20.
12. Grant Thornton - Progress Report and Sector Update 69 - 92
A progress report and update from Grant Thornton on emerging national issues and developments that may be relevant to a local authority.
13. Urgent Items 93 - 94
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 95 - 96
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 2018 - March 2019 97 - 104
LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person
The report gives details of the nature and volume of liability and property damage insurance claims submitted during the period April 2018 – March 2019.
16. Urgent Items 105 - 106
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 R P Betts (Vice-Chairman)

Cllr O C Baldock
Cllr T Bishop
Cllr T Edmondston-Low
Cllr B T M Elks

Cllr S R J Jessel
Cllr Mrs F A Kemp
Cllr T C Walker