



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

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: Democratic Services
committee.services@tmbc.gov.uk

5 April 2023

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 Council Chamber, Gibson Drive, Kings Hill, on Monday, 17th April, 2023 commencing at 7.30 pm.

Members of the Committee are required to attend in person. Other Members may attend in person or participate online via MS Teams.

Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

1. Guidance on the Conduct of Meetings 5 - 6

PART 1 - PUBLIC

2. Apologies for absence

3. Notification of Substitute Members 7 - 8
4. Declarations of interest 9 - 10

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tonbridgeandmalling.gov.uk/code-of-conduct-for-members).

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting.

5. Minutes 11 - 14

To confirm as a correct record the Minutes of the meeting of Audit Committee held on 16 January 2023.

Matters for Recommendation to the Council

6. Audit Committee Annual Report 15 - 22

This report is produced to inform Council on 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 Audit Committee agree that this report be presented to Council to support this assurance.

Matters for Recommendation to the Cabinet

7. Risk Management 23 - 42

The report provides an update on the risk management process and the Strategic Risk Register.

Decisions to be taken under Delegated Powers

8. Informing the Audit Risk Assessment for Tonbridge and Malling Borough Council 2022/23 43 - 50

As part of their risk assessment procedures, the Council's external auditor asked Management Team to consider and formally respond to a set of questions. The Audit Committee are asked to consider and endorse the responses.

9. Internal Audit Charter 51 - 58

The report seeks approval of the Internal Audit Charter.

10. Internal Audit and Fraud Plan 2023/24 59 - 66
- The report seeks approval of the Internal Audit and Fraud Plan for the year 2023/24.

Matters submitted for Information

11. Treasury Management Performance Update 67 - 78
- The report provides details of investments undertaken and the return achieved in the first eleven months of the current financial year.

12. Internal Audit and Counter Fraud Update 79 - 90
- The report provides an update on the work of both the Internal Audit function and the Counter Fraud function.

13. Grant Thornton 2022/23 Audit Plan 91 - 118
- The report introduces the 2022/23 Audit Plan received from the Council's external auditor in respect of the audit of the Council's financial statements.

14. Urgent Items 119 - 120
- 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

15. Exclusion of Press and Public 121 - 122
- 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

16. Insurance Claims History 123 - 128
- The report informs Members of the nature and volume of liability and property damage insurance claims submitted for the year ending 31 March 2023.

17. Urgent Items 129 - 130
- 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 Mrs F A Kemp (Chair)
Cllr N Foyle (Vice-Chair)

Cllr T Bishop
Cllr R I B Cannon
Cllr N J Heslop

Cllr P M Hickmott
Cllr J R S Lark
Cllr M R Rhodes