



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
Damian Roberts

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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
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12 July 2024

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, 22nd July, 2024 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

DAMIAN ROBERTS

Chief Executive

A G E N D A

1. Guidance on the Conduct of Meetings 5 - 6

PART 1 - PUBLIC

2. Apologies for absence

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| 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.

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| 5. | Minutes | 11 - 18 |
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To confirm as a correct record the Minutes of the meeting of Audit Committee held on 15 April 2024.

Matters for Recommendation to Council

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| 6. | Local Code of Corporate Governance | 19 - 42 |
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This report informs Members of the outcome of the annual review of the Local Code of Corporate Governance.

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| 7. | Treasury Management Update and Annual Report for 2023/24 | 43 - 70 |
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The report provides an update on treasury management activity undertaken during April to May of the current financial year. The treasury management outturn position for 2023/24 is also included in the report.

Matters for Recommendation to the Cabinet

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| 8. | Risk Management | 71 - 92 |
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The report provides an update on the risk management process and the Strategic Risk Register.

Matters for Decision under Delegated Powers

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| 9. | Annual Governance Statement 2023/24 | 93 - 98 |
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This report presents the Annual Governance Statement for the year ended 31 March 2024 for Members' endorsement. The Annual Governance Statement was signed by both the Leader of the Council and the Interim Chief Executive on 31 May 2024 and accompanies the Statement of Accounts 2023/24.

10. Statement of Accounts 2023/24 99 - 112

This report presents an unaudited set of Accounts for 2023/24 in the format specified by the Code of Practice on Local Authority Accounting in the United Kingdom.

Due to its size the Statement of Accounts (Annex 1) will be published as a supplement.

11. Review of the Effectiveness of Internal Audit 113 - 122

This report informs Members of the findings of the annual review of the effectiveness of the Internal Audit function for the year 2023/24.

Matters submitted for Information

12. Opinion of the Chief Audit Executive on the Framework of Governance, Risk Management and Control, together with the Annual Internal Audit Report and Annual Counter Fraud Report for the Year 2023/24 123 - 154

This report informs Members of the opinion of the Chief Audit Executive on the Council's framework for governance, risk management and control, together with the Internal Audit work completed during 2023/24 to support that opinion. In addition, the report also informs Members on the work of the Counter Fraud function in 2023/24.

13. Grant Thornton Audit Progress Report and Sector Update 155 - 172

A progress report and update on emerging national issues and developments from our external auditor, Grant Thornton.

14. Urgent Items 173 - 174

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 175 - 176

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

16. Urgent Items 177 - 178

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 R I B Cannon (Chair)
Cllr M R Rhodes (Vice-Chair)

Cllr T Bishop
Cllr J Clokey
Cllr M A J Hood

Cllr J R S Lark
Cllr B A Parry