

Steve Atkinson MA(Oxon) MBA FIoD FRSA
Chief Executive

Date: 17 June 2016



Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: **Members of the Audit Committee**

Mrs R Camamile (Chairman)
Mr P Wallace (Vice-Chairman)
Mrs MA Cook
Mr DS Cope
Mrs L Hodgkins
Mr MR Lay

Mr KWP Lynch
Mr LJP O'Shea
Mrs J Richards
Miss DM Taylor
Mr HG Williams

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **AUDIT COMMITTEE** in the De Montfort Suite, Hinckley Hub on **MONDAY, 27 JUNE 2016 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Officer

AUDIT COMMITTEE - 27 JUNE 2016

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting (to be taken at the end of the agenda).

3. DECLARATIONS OF INTEREST

To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**

4. QUESTIONS

To hear any questions received in accordance with Council Procedure Rule 10.

5. INTERNAL AUDIT ANNUAL REPORT 2015/16 (Pages 1 - 16)

Report of the Internal Auditor outlining the work carried out for the year ended 31 March 2016.

6. INTERNAL AUDIT REPORT 2015/16 - FINANCIAL SYSTEMS (Pages 17 - 40)

Report of the Internal Auditor following the audit of financial systems.

7. INTERNAL AUDIT REPORT 2015/16 - MEDIUM TERM FINANCIAL STRATEGY
(Pages 41 - 58)

Report of the Internal Auditor following an audit of the Medium Term Financial Strategy.

8. INTERNAL AUDIT RISK ASSESSMENT AND PLAN 2016/17 (Pages 59 - 74)

Report of the Internal Auditor setting out their risk assessment and internal audit plan for the council.

9. INTERNAL AUDIT CHARTER (Pages 75 - 80)

Report of the Internal Auditor providing the framework for the conduct of the Internal Audit function.

10. DRAFT ANNUAL GOVERNANCE STATEMENT (Pages 81 - 92)

Draft Annual Governance Statement attached.

11. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

As announced at item 2.