

**Bill Cullen** MBA (ISM), BA(Hons) MRTPI  
*Chief Executive*

Date: 17 August 2021



**Hinckley & Bosworth  
Borough Council**

**To: Members of the Audit Committee**

Cllr DS Cope (Chairman)  
Cllr A Pendlebury (Vice-Chairman)  
Cllr MA Cook  
Cllr REH Flemming  
Cllr L Hodgkins  
Cllr C Ladkin

Cllr MR Lay  
Cllr RB Roberts  
Cllr BR Walker  
Cllr HG Williams  
Cllr P 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 **WEDNESDAY, 25 AUGUST 2021 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 Manager

### Fire Evacuation Procedures

- On hearing the fire alarm, leave the building **at once** quickly and calmly by the nearest escape route (indicated by green signs).
- *There are two escape routes from the Council Chamber – at the side and rear. Leave via the door closest to you.*
- Proceed to **Willowbank Road car park**, accessed from Rugby Road then Willowbank Road.
- **Do not** use the lifts.
- **Do not** stop to collect belongings.

### Recording of meetings

At HBBC we are open and transparent about how we make decisions. We allow recording, filming and photography at all public meetings including Council, the Executive and Planning Committee as long as doing so does not disturb or disrupt the proceedings. There may occasionally be some reports that are discussed in private session where legislation requires this to happen, but this is infrequent.

We also allow the use of social media during meetings, which helps to bring the issues discussed to a wider audience.

Members of the public, members of the press and councillors are hereby informed that, in attending the meeting, you may be captured on film. If you have a particular problem with this, please contact us so we can discuss how we may accommodate you at the meeting.

### Use of mobile phones

To minimise disturbance to others attending the meeting, please switch off your phone or other mobile device or turn it onto silent or vibrate mode.

Thank you

## AUDIT COMMITTEE - 25 AUGUST 2021

### A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES OF PREVIOUS MEETING (Pages 1 - 4)  
To confirm the minutes of the previous meeting.
3. 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)
4. 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.**
5. QUESTIONS  
To hear any questions received in accordance with Council Procedure Rule 12.
6. ARRANGEMENTS FOR APPOINTING THE EXTERNAL AUDITORS (Pages 5 - 12)  
This report summarises the arrangements for appointing External Auditors
7. UNAUDITED STATEMENT OF ACCOUNTS 2020/21 (Pages 13 - 142)  
The draft Financial Statement 2020/21 that are subject to external audit
8. COMMERCIAL RENTS INTERNAL AUDIT REPORT (Pages 143 - 156)  
Report of the Internal Auditor
9. COMMUNICATIONS STRATEGY INTERNAL AUDIT REPORT - AUGUST 2021 (Pages 157 - 168)  
Report of the Internal Auditor
10. RISK MANAGEMENT INTERNAL AUDIT REPORT (Pages 169 - 184)  
Report of the Internal Auditor
11. INTERNAL AUDIT PROGRESS REPORTS & SECTOR UPDATE (Pages 185 - 196)  
Report of the Internal Auditor
12. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY  
As announced under item 3 above.