

# Public Document Pack



Hinckley & Bosworth  
Borough Council

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

**Date: 28 June 2022**

**To: Members of the Audit Committee**

Cllr DS Cope (Chairman)	Cllr MR Lay
Cllr A Pendlebury (Vice-Chairman)	Cllr RB Roberts
Cllr MA Cook	Cllr BR Walker
Cllr REH Flemming	Cllr HG Williams
Cllr L Hodgkins	Cllr P Williams
Cllr C Ladkin	

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, 6 JULY 2022** 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 - 6 JULY 2022

### A G E N D A

1. **APOLOGIES AND SUBSTITUTIONS**

2. **MINUTES OF PREVIOUS MEETING (Pages 1 - 2)**

To confirm the minutes of the meeting held on 11 May 2022.

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. **INTERNAL AUDIT PROGRESS REPORT (Pages 3 - 8)**

To update Members on the delivery of the 2021/22 Internal Audit Plan.

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

As announced under item 3 above.

8. **MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED**

To consider the passing of a resolution under Section 100A(4) of the Local Government Act 1972 excluding the public from the undermentioned item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 10 of Schedule 12A of the 1972 Act.

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## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### AUDIT COMMITTEE

11 MAY 2022 AT 6.30 PM

PRESENT: Cllr DS Cope - Chairman  
Cllr MA Cook, Cllr REH Flemming, Cllr L Hodgkins, Cllr BR Walker, Cllr HG Williams,  
Cllr P Williams and Cllr K Morrell

Members in attendance: Councillors Cllr KWP Lynch

Officers in attendance: Rebecca Valentine-Wilkinson, Ashley Wilson and Sarah Knowles  
(Internal Audit – Mazars)

#### 421 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Ladkin, Pendlebury and Roberts, with the following substitution authorised in accordance with council procedure rule 10:

Councillor Morrell for Councillor Roberts.

#### 422 MINUTES OF PREVIOUS MEETING

It was moved by Councillor Flemming, seconded by Councillor P Williams, and

RESOLVED – the minutes of the meeting held on 19 January  
2022 be confirmed and signed by the Chairman

#### 423 DECLARATIONS OF INTEREST

No interests were declared.

#### 424 INTERNAL AUDIT PLAN 2021-23

Members were provided with the proposed operational plan for 2021/22 and 2022/23 alongside a three year audit strategy.

In a response to a question from Members regarding fraudulent activity around grant funding, the Head of Finance confirmed that the Revenues and Benefits Partnership had already commissioned the external auditors Grant Thornton to produce a report on this. It was then noted that a summary of the findings relating to HBBC could be submitted to the Audit Committee for information, after the Joint Committee had reviewed the report, to give assurance to members that the grant funding had been apportioned appropriately.

It was moved by Councillor H G Williams, seconded by Councillor Flemming and

RESOLVED – the internal audit plan 2021-23 be approved.

(The Meeting closed at 6.50 pm)





# Hinckley & Bosworth BC

## Audit Committee Internal Audit Progress Report

Prepared by: Mazars LLP  
Date: June 2022

mazars

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- 02 Summary of the 2021/22 Internal Audit Plan

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## Disclaimer

This report ("Report") was prepared by Mazars LLP at the request of Hinckley & Bosworth BC and terms for the preparation and scope of the Report have been agreed with them. The matters raised in this Report are only those which came to our attention during our internal audit work. Whilst every care has been taken to ensure that the information provided in this Report is as accurate as possible, Internal Audit have only been able to base findings on the information and documentation provided and consequently no complete guarantee can be given that this Report is necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

The Report was prepared solely for the use and benefit of the Hinckley & Bosworth BC and to the fullest extent permitted by law Mazars LLP accepts no responsibility and disclaims all liability to any third party who purports to use or rely for any reason whatsoever on the Report, its contents, conclusions, any extract, reinterpreted, amendment and/or modification. Accordingly, any reliance placed on the Report, its contents, conclusions, any extract, reinterpreted, amendment and/or modification by any third party is entirely at their own risk. Please refer to the Statement of Responsibility in this report for further information about responsibilities, limitations and confidentiality.







# Snapshot of Internal Audit Activity

Below is a snapshot of the current position of the delivery of the 2021/22 Internal Audit Plan.

## Planning & Audits in Progress

Since the Audit Plan was agreed at the Audit Committee on 11<sup>th</sup> May 2022, we have commenced planning for all audits

Internal audit scopes have been issued for:

- Housing Rents
- Responsive Repairs
- Payroll & Pensions Administration

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## Audits Agreed

The Revenues and Benefits audit for 2021/22 has been agreed and a scope for Council Tax and NNDR has been issued.

## Other matters

We have completed the grant sign off for the Test and Trace Support Payment Scheme, which was an addition to the plan approved in May.

## Follow Up

We have started following up the outstanding recommendations raised in prior year audit reports, and will report the findings to the next audit committee.





# Summary of the 2021/22 Internal Audit Plan

The table below lists the 2021/22 Internal Audit Plan and a status summary for all of the reviews.

Fieldwork commencing	Review	Days	Status	Assurance Level	Total	Findings		
						High	Medium	Low
August 2022	Accounts Payable	8	Planning – Audit Lead contacted					
July 2022	Payroll & Pensions Administration	8	Planning – audit scope issued					
August 2022	IT Audit	10	Planning – Audit Lead contacted					
August 2022	Risk Management	10	Planning – Audit Lead contacted					
July 2022	Responsive Repairs	10	Planning – audit scope issued					
August 2022	Housing Rents	8	Planning – audit scope issued					
August 2022	Carbon Neutral Action Plan	6	Planning – Audit Lead contacted					
July 2022	Council Tax & NNDR (Revenue and Benefits)	10	Planning – audit scope issued					

Totals

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# Contacts

## **Peter Cudlip**

Partner, Mazars

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## **Sarah Knowles**

Manager, Mazars

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We take responsibility to Hinckley & Bosworth BC for this report which is prepared on the basis of the limitations set out below.

The responsibility for designing and maintaining a sound system of internal control and the prevention and detection of fraud and other irregularities rests with management, with internal audit providing a service to management to enable them to achieve this objective. Specifically, we assess the adequacy and effectiveness of the system of internal control arrangements implemented by management and perform sample testing on those controls in the period under review with a view to providing an opinion on the extent to which risks in this area are managed.

We plan our work in order to ensure that we have a reasonable expectation of detecting significant control weaknesses. However, our procedures alone should not be relied upon to identify all strengths and weaknesses in internal controls, nor relied upon to identify any circumstances of fraud or irregularity. Even sound systems of internal control can only provide reasonable and not absolute assurance and may not be proof against collusive fraud.

The matters raised in this report are only those which came to our attention during the course of our work and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. Recommendations for improvements should be assessed by you for their full impact before they are implemented. The performance of our work is not and should not be taken as a substitute for management's responsibilities for the application of sound management practices.

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