



**Date: 31 January 2023**

**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, 8 FEBRUARY 2023** 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 - 8 FEBRUARY 2023

### 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 30 November 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. CHAIRMAN'S UPDATE  
Verbal update to be provided by the Chairman.
7. INTERNAL AUDIT PROGRESS REPORT (Pages 3 - 8)  
To present the internal audit progress report.
8. INTERNAL AUDIT - ACCOUNTS PAYABLE 2021/22 - FINAL REPORT (Pages 9 - 24)  
To present the accounts payable 2021/22 internal audit final report.
9. INTERNAL AUDIT - HOUSING RENTS 2021/22 - FINAL REPORT (Pages 25 - 36)  
To present the Housing Rents 2021/22 internal audit final report.
10. INTERNAL AUDIT - PAYROLL AND PENSIONS 2021/22 - FINAL REPORT (Pages 37 - 58)  
To present the Payroll and Pensions 2021/22 internal audit final report.
11. INTERNAL AUDIT - RESPONSIVE REPAIRS 2021/22 - FINAL REPORT (Pages 59 - 70)  
To present the Responsive Repairs 2021/22 internal audit final report.
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.

### 13. 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.