



**Hinckley & Bosworth
Borough Council**

Date: 18 July 2023

To: Members of the Audit Committee

Cllr DS Cope (Chair)	Cllr MJ Surtees
Cllr A Pendlebury (Vice-Chair)	Cllr BE Sutton
Cllr REH Flemming	Cllr BR Walker
Cllr C Harris	Cllr R Webber-Jones
Cllr E Hollick	Cllr P Williams
Cllr C Lambert	

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, 26 JULY 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 - 26 JULY 2023

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. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY
As announced under item 3 above.
7. INTERNAL AUDIT ANNUAL REPORT 2021/22 (Pages 5 - 18)
Report of the Internal Auditor
8. LEICESTERSHIRE REVENUE & BENEFITS PARTNERSHIP COUNCIL TAX & BUSINESS RATES 2021/22 (Pages 19 - 30)
Report of the Internal Auditor
9. INTERNAL AUDIT PLAN PROGRESS REPORT 2022/23 (Pages 31 - 36)
Report of the Internal Auditor
10. COMMERCIAL ASSET MANAGEMENT FINAL REPORT 2022/23 (Pages 37 - 56)
Report of the Internal Auditor
11. CARBON NEUTRAL ACTION PLAN JULY 2023 (Pages 57 - 70)
Report of the Internal Auditor
12. EXTERNAL AUDITOR TRANSITION AND DELIVERY LETTER (Pages 71 - 72)
Letter from the External Auditor – update from Head of Finance
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.

14. LEICESTERSHIRE ICT PARTNERSHIP CYBER SECURITY 2022/23 INTERNAL AUDIT REPORT (Pages 73 - 98)

Report of the Internal Auditor