



**Date: 07 January 2025**

**To: Members of the Audit Committee**

|                                |                     |
|--------------------------------|---------------------|
| Cllr DS Cope (Chair)           | Cllr C Lambert      |
| Cllr A Pendlebury (Vice-Chair) | Cllr MJ Surtees     |
| Cllr CM Allen                  | Cllr BE Sutton      |
| Cllr REH Flemming              | Cllr R Webber-Jones |
| Cllr SM Gibbens                | Cllr P Williams     |
| Cllr E Hollick                 |                     |

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, 15 JANUARY 2025** 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 - 15 JANUARY 2025

### 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 Chair 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. AUDIT COMPLETION REPORT 2023/24 (Pages 5 - 42)  
To provide context to the first Audit Completion Report from Azets our new External Auditors
7. AUDIT COMMITTEE CORPORATE RISK REGISTER REVIEW 2024/25 (Pages 43 - 62)  
To provide an update to members on the council's corporate risk register and respond to a key improvement action arising from the Corporate Peer Challenge in December 2024 in respect to the recommendation for corporate risks to be considered by this committee
8. AUDIT COMMITTEE REVIEW OF TERMS OF REFERENCE (Pages 63 - 68)  
To provide members with a proposed update to the current Terms of Reference (ToR) based on the most recent CIPFA guidance for consideration
9. SICKNESS MANAGEMENT FINAL INTERNAL AUDIT REPORT (Pages 69 - 80)  
Report of the internal auditor
10. TREASURY MANAGEMENT 2024/2025 - INTERNAL AUDIT FINAL REPORT (Pages 81 - 94)  
Report of the internal auditor
11. INTERNAL AUDIT ANNUAL REPORT 2023/24 (Pages 95 - 106)

- Report of the internal auditor
12. INTERNAL AUDIT PROGRESS REPORT JANUARY 2025 (Pages 107 - 114)  
Report of the internal auditor
13. AUDIT COMMITTEE ANNUAL REPORT TO COUNCIL 2023/24 (Pages 115 - 122)  
Annual report to council for consideration
14. STATEMENT OF ACCOUNTS 2023/24 UPDATE (Pages 123 - 264)  
To present to members an update on the Financial Statements for 2023/24 and Annual Governance Statement for 2023/24 that are currently subject to external audit
15. ITEMS TO BE REFERRED TO COUNCIL  
Members to consider if any items are required to be referred to council
16. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIR DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY  
As announced under item 3 above.
17. 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.