



Date: 27 January 2026

**Hinckley & Bosworth
Borough Council**

To: Members of the Audit Committee

Cllr DS Cope (Chair)
Cllr R Webber-Jones (Vice-Chair)
Cllr CM Allen
Cllr REH Flemming
Cllr SM Gibbens
Cllr E Hollick

Cllr C Lambert
Cllr A Pendlebury
Cllr MJ Surtees
Cllr BE Sutton
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, 4 FEBRUARY 2026** 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 that reads 'RK 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 - 4 FEBRUARY 2026

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. SERVICE LEVEL BUDGET MONITORING 2025/2026 INTERNAL AUDIT FINAL REPORT (Pages 5 - 22)
Report from Forvis Mazars – Internal Auditor
7. INTERNAL AUDIT PROGRESS REPORT (Pages 23 - 28)
Report of Forvis Mazars – Internal Auditor
8. EXTERNAL AUDIT DRAFT AUDIT COMPLETION REPORT YEAR ENDED 31 MARCH 2025 AND LETTER OF REPRESENTATION (Pages 29 - 96)
Report of Azets – External Auditor
9. AUDIT COMMITTEE FORWARD PLAN (Pages 97 - 98)
Members to note the Forward Plan
10. ITEMS TO BE REFERRED TO COUNCIL
Members to consider if any items are required to be referred to council
11. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIR DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY
As announced under item 3 above.