

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

Date: 02 January 2019



**Hinckley & Bosworth
Borough Council**

To: Members of the Audit Committee

Mr RB Roberts (Chairman)
Mrs R Camamile (Vice-Chairman)
Mr DS Cope
Mrs L Hodgkins
Mr MR Lay
Mr KWP Lynch

Mr DW MacDonald
Mr BE Sutton
Miss DM Taylor
Mr HG Williams
Ms AV Wright

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 **THURSDAY, 10 JANUARY 2019 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 Officer

AUDIT COMMITTEE - 10 JANUARY 2019

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)
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. INTERNAL AUDIT REPORT: ELECTORAL REGISTER (Pages 3 - 16)
Report of the Internal Auditor.
7. INTERNAL AUDIT REPORT: GENERAL DATA PROTECTION REGULATION (GDPR) (Pages 17 - 36)
Report of the Internal Auditor.
8. INTERNAL AUDIT REPORT: SUNDRY DEBT RECOVERY (Pages 37 - 52)
Report of the Internal Auditor.
9. INTERNAL AUDIT REPORT: FINANCIAL SYSTEMS QUARTER 3 (Pages 53 - 68)
Report of the Internal Auditor.
10. INTERNAL AUDIT PROGRESS REPORT (Pages 69 - 72)
Report of the Internal Auditor.
11. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY
As announced under item 3 above.