



Date: 16 April 2024

To: Members of the Audit Committee

Cllr DS Cope (Chair)	Cllr MJ Surtees
Cllr A Pendlebury (Vice-Chair)	Cllr BE Sutton
Cllr CM Allen	Cllr BR Walker
Cllr REH Flemming	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 G10, Ground Floor, Hinckley Hub on **WEDNESDAY, 24 APRIL 2024** 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 - 24 APRIL 2024

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. EXTERNAL AUDIT INTERIM PROGRESS REPORT (Pages 5 - 14)
Report of the External Auditor
7. AUDIT PROGRESS UPDATE APRIL 2024 - OUTGOING AUDITORS (Pages 15 - 16)
Report of the outgoing Auditors
8. ACCOUNTS RECEIVABLE 2022/23 FINAL INTERNAL AUDIT REPORT (Pages 17 - 28)
Report of the Internal Auditor
9. PROCUREMENT 2022-23 FINAL INTERNAL AUDIT REPORT (Pages 29 - 50)
Report of the Internal Auditor
10. STATUTORY PROPERTY COMPLIANCE FINAL INTERNAL AUDIT REPORT (Pages 51 - 76)
Report of the Internal Auditor
11. INTERNAL AUDIT PROGRESS REPORT APRIL 2024 (Pages 77 - 88)
Report of the Internal Auditor
12. STRATEGY, CHARTER & INTERNAL AUDIT PLAN 2023-25 (Pages 89 - 106)

Report of the Internal Auditor 2023-25

13. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIR DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

As announced under item 3 above.