

# Agenda

## Audit Committee

Wednesday, 15 March 2023 at 7.30 pm

New Council Chamber, Town Hall, Reigate



This meeting will take place in the Town Hall, Castlefield Road, Reigate. Members of the public, Officers and Visiting Members may attend remotely or in person.

*All attendees at the meeting have personal responsibility for adhering to any Covid control measures. Attendees are welcome to wear face coverings if they wish.*



Members of the public may observe the proceedings live on the Council's [website](#).

### Members:

#### J. P. King (Chair)

J. Baker

G. Adamson

J. Booton

G. Buttironi

V. Chester

Z. Cooper

A. King

C. Thompson

Vacancy (Independent Member)

### Substitutes:

**Conservatives:** M. S. Blacker and R. S. Turner

**Residents Group:** J. S. Bray and N. D. Harrison

**Green Party:** P. Chandler, J. C. S. Essex, S. McKenna, A. Proudfoot, S. Sinden, R. Ritter and D. Torra

**Liberal Democrats** S. A. Kulka

**Mari Roberts-Wood - Managing Director**

For enquiries regarding this agenda;

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**1. Minutes** (Pages 5 - 12)

To confirm as a correct record the Minutes of the previous meeting.

**2. Apologies for Absence and Substitutions**

To receive any apologies for absence and notification of substitutes in accordance with the Constitution.

**3. Declaration of Interest**

To receive any declarations of interest.

**4. Internal audit - Quarter 3 2022/23 progress report** (Pages 13 - 34)

- (i) That the Audit Committee notes the Quarter 3 2022/23 internal audit progress report available at annex 1; and,
- (ii) That Audit Committee make any comments and/or observations on the report to the Chief Finance Officer.

**5. Internal audit plan and Charter - 2023/24** (Pages 35 - 58)

- (i) That the Audit Committee approves the internal audit plan for 2023/24 as set out in annex 1; and
- (ii) That the Audit Committee approves the internal audit Charter for 2023/24 as set out in annex 2.

**6. Risk management - Quarter 3 2022/23** (Pages 59 - 82)

The Committee notes the Quarter 3 2022/23 update on risk management provided in the report and associated annexes and make any observations to the Executive.

**7. Strategic risks - 2023/24** (Pages 83 - 90)

The Committee notes the identified strategic risks for 2023/24 as detailed in annex 1 and make any observations to the Executive.

**8. Audit Committee Annual Report 2022/23** (Pages 91 - 106)

- (i) That the Annual Report of the Audit Committee be noted and, subject to any changes agreed at this meeting, recommended to Council; and
- (ii) That the Audit Committee's Forward Plan for 2023/24 be approved.

**9. Audit Committee - Action Tracker**

(Pages 107 - 108)

To note the progress on actions contained within the Audit Committee's action tracker.

**10. Any Other Urgent Business**

To consider any item(s) which, in the opinion of the Chair, should be considered as a matter of urgency – Local Government Act 1972, Section 100b (4)(b).

**Note: Urgent business must be submitted in writing but may be supplemented by an oral report.**

**11. Exempt Business**

**RECOMMENDED** that members of the Press and public be excluded from the meeting for part of items 4 and 6 of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.



### **Our meetings**

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



### **Streaming of meetings**

Meetings are broadcast live on the internet and are available to view online for six months. A recording is retained for six years after the meeting. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.



### **Accessibility**

The Council's agenda and minutes are provided in English. However, the Council also embraces its duty to anticipate the need to provide documents in different formats, such as audio, large print or in other languages. The Council will provide such formats where a need is identified prior to publication or on request.



**Notice is given** of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.