

Agenda

Audit Committee

Wednesday, 13 March 2024 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.



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

Members:

F. Kelly (Chair)

B. Green

J. S. Bray

G. Buttironi

V. Chester

T. Hyun (Independent Member)

Substitutes:

Conservatives:

K. Fairhurst and K. Sachdeva

Residents Group:

G. Adamson and N. D. Harrison

Green Party:

J. C. S. Essex and D. Torra

Liberal Democrats

Mari Roberts-Wood
Managing Director

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Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

- 1. Minutes** (Pages 5 - 14)

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. Risk management - Quarter 3 2023/24** (Pages 15 - 38)

To note the Quarter 3 2023/24 update on risk management provided in the report and make any observations to the Executive.
- 5. Risk management - 2024/25** (Pages 39 - 76)

To receive the 2024/25 strategic risks and assurance framework.
- 6. Internal audit - Quarter 3 2023/24 progress report** (Pages 77 - 100)

 - i) That the Audit Committee note the Q3 2023/24 internal audit progress report available at Annex 1; and
 - ii) That the Audit Committee make any comments and/or observations on the report to the Council's Chief Finance Officer.
- 7. Internal audit plan and charter - 2024/25** (Pages 101 - 124)

 - (i) That the Audit Committee approves the internal audit plan for 2024/25 as set out in annex 1; and
 - (ii) That the Audit Committee approves the internal audit Charter for 2024/25 as set out in annex 2.
- 8. Audit Committee Annual Report 2023/24 and Forward Work Programme 2024/25** (Pages 125 - 142)

 - (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 143 - 144)

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. 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.