



HILLINGDON  
LONDON



## Audit Committee

### Members on the Committee

**Date:** WEDNESDAY, 28  
SEPTEMBER 2011

**Time:** 5.00 PM

**Venue:** COMMITTEE ROOM 3 -  
CIVIC CENTRE, HIGH  
STREET, UXBRIDGE UB8  
1UW

John Morley (Chairman)  
George Cooper  
Raymond Graham  
Paul Harmsworth  
Richard Lewis

**Meeting  
Details:** Members of the Public and  
Press are welcome to attend  
this meeting

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Contact: Khalid Ahmed  
Tel: 01895 250833  
Fax: 01895 277373  
Email: [kahmed@hillington.gov.uk](mailto:kahmed@hillington.gov.uk)

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Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW  
[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)



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## **This Committee**

This Committee will be responsible for ensuring that the financial management of the Council is adequate and effective and that the Council has a sound system of internal control. This Committee will also consider risk management issues and performance reports.

## **Terms of Reference**

The Constitution defines the terms of reference for the Audit Committee as:

### **Statement of Purpose**

The purpose of Audit Committee is to:

- provide independent assurance of the adequacy of the Council's risk management framework and the associated control environment
- provide independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment
- oversee the financial reporting process.

### **Audit Activity**

The Audit Committee will:

1. Approve but not direct Internal Audit's strategy and plans, ensuring that work is planned with due regard to risk, materiality and coverage. This will not prevent Cabinet directing internal audit to review a particular matter.
2. Review the Head of Internal Audit's Annual Report and Opinion and Summary of Internal Audit Activity (actual and proposed) and the level of assurance this can give over the Council's corporate governance arrangements.
3. Review summaries of Internal Audit reports and the main recommendations arising.
4. Review a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.

5. Consider reports dealing with the management and performance of the providers of internal audit services.
6. Receive and consider the External Auditor's annual letter, relevant reports and the report to those charged with governance.
7. Monitor management action in response to issues raised by External Audit.
8. Receive and consider specific reports as agreed with the External Auditor.
9. Comment on the scope and depth of External Audit work and ensure that it gives value for money.
10. Liaise with the Audit Commission over the appointment of the Council's External Auditor.
11. Commission work from Internal and External Audit, following a formal request by the Committee to and a joint decision from the Leader of the Council and Cabinet Member for Finance & Business Services.
12. Ensure that there are effective arrangements for ensuring liaison between Internal and External audit.

## **Regulatory Framework**

The Audit Committee will:

1. Maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour. And, where necessary, bring proposals to the Cabinet and/or Council for their development.
2. Review any issue referred to it by the Chief Executive or a Director, or any Council body.
3. Approve and regularly review the authority's risk management arrangements, including regularly reviewing the corporate risk register and seeking assurances that action is being taken on risk related issues.
4. Review and monitor Council policies on 'Raising Concerns at Work' and anti-fraud and anti-corruption strategy and the Council's complaints process.
5. Oversee the production of the authority's Statement of Internal Control and recommend its adoption.
6. Review the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.

7. Consider the Council's compliance with its own and other published standards and controls.

## **Accounts**

The Audit Committee will:

1. Review and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from financial statements or from the auditor that need to be brought to the attention of the Council.
2. Consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

# Agenda

## **CHAIRMAN'S ANNOUNCEMENTS**

- 1 Declarations of Interest
- 2 Minutes of meeting held on 27 June 2011 **(Pages 1-8)**
- 3 Exclusion of the Press and Public  
To confirm that all items marked Part I will be considered in public and that any items marked Part II will be considered in private.
- 4 ICT Recommendations Update **(Pages 9-12)**
- 5 Approval of the 2010/11 Statement of Accounts and External Audit Report on the Audit for the Year Ended 31 March 2011 **(Pages 13-42)**
- 6 External Auditor's Report on the Pension Fund Annual Report and Accounts **(Pages 43-64)**
- 7 Internal Audit Progress Report **(Pages 65-116)**
- 8 Corporate Fraud Report **(Pages 117-120)**
- 9 Treasury Management Practices **(Pages 121-122)**
- 10 Audit Committee Work Programme **(Pages 123-126)**
- 11 Changing Legislation and Current Issues

## **PART II**

- 12 Risk Management Quarter 1 Report **(Pages 127-136)**
- 13 Internal Audit Progress Report **(Pages 137-138)**