

Audit Committee

(Quorum 2)

Conservative Group

Councillors Michael Bond (Chairman), Jenny Antill, Chris Punt (*one vacancy*)

Labour Group

Councillor Len Jacklin.

UKIP Group

Councillor Bert Poole.

Liberal Democrat and Independent Group

Councillor David Busby.

Date: Wednesday, 18 May 2016

Venue: Elisabeth Room
Endeavour House
8 Russell Road
Ipswich, Suffolk, IP1 2BX

Time: 10:00am

For further information on any of the agenda items, please contact Linda Pattle, Democratic Services Officer, on 01473 260771.

Business to be taken in public

1. Public Participation Session

A member of the public who is resident, or is on the Register of Electors for Suffolk, may speak for up to five minutes on a matter relating to the following agenda.

A speaker will need to give written notice of their wish to speak at the meeting using the contact details under 'Public Participation in Meetings' by no later than 12 noon on Thursday, 12 May 2016.

The public participation session will not exceed 20 minutes to enable the Committee to consider its other business.

2. Apologies for Absence and Substitutions

To note and record any apologies for absence or substitutions received.

3. Declarations of Interest and Dispensations

To receive any declarations of interests, and the nature of that interest, in respect of any matter to be considered at this meeting.

4. Minutes of the Previous Meeting

Pages 5 - 8

To approve as a correct record, the minutes of the meeting held on 16 March 2016.

5. Ernst and Young 2015/16 Audit Plan – update

Pages 9 - 30

To receive an update on the 2015/16 Audit Plan.

6. Audit Services – Progress Report

Pages 31 - 42

To receive a summary of the activities carried out by Audit Services between 1 October 2015 and 19 February 2016.

7. Audit Services – Annual Report 2015/16

Pages 43 - 66

To receive the Annual Report of the Head of Audit Services, including a review of the effectiveness of the systems of internal audit for 2015/16.

8. Annual Governance Statement

Pages 67 - 84

To consider the Annual Governance Statement prior to its inclusion in the Statement of Accounts for 2015/16.

9. **Audit Services – Audit Resources** Pages 85 - 92
To consider a report setting out the merits and demerits of engaging a further internal audit staff member for the purpose of fraud research and investigation.
10. **Role Profiles of Councillors with Special Responsibilities** Pages 93 - 168
To consider a report on the development of role profiles for which County Councillors draw a specific 'Special Responsibility Allowance' (SRA) under Part 7 of the Council's Constitution, the Members' Allowance Scheme.
11. **Forward Work Programme** Pages 169 - 174
To consider whether there are any matters which the Committee would wish to have included in its Forward Work Programme generally and also having regard to the Key Decision Forward Plan.
12. **Urgent Business**
To consider any other item of business which, in the opinion of the Chairman, should be considered by reason of special circumstances (to be specified in the minutes), as a matter of urgency.

Date of next scheduled meeting – Wednesday, 13 July 2016 at 10:00am.

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For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact Democratic Services on:

Telephone: 01473 260771;

Email: Committee.Services@suffolk.gov.uk; or by writing to:

Democratic Services, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, Suffolk IP1 2BX.

Public Participation in Meetings

Members of the Public who wish to speak at an Audit Committee meeting should read the following guidance:

www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/apply-to-take-part-in-a-public-meeting/

and complete the online form: www.suffolk.gov.uk/apply-to-speak

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<http://www.suffolk.gov.uk/assets/suffolk.gov.uk/Your%20Council/Decision%20Making/2014-06-09%20Filming%20at%20Meetings%20Protocol.docx>

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3. Do not enter the Atrium (Ground Floor area and walkways). If you are in the Atrium at the time of the Alarm, follow the signs to the nearest Fire Exit.
4. Use the stairs, not the lifts.
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Deborah Cadman OBE
Chief Executive