

## **Audit Committee**

(Quorum 2)

### **Conservative Group**

Councillors Michael Bond (Chairman), Jenny Antill, Michael Gower, Chris Punt.

### **Labour Group**

Councillor Len Jacklin.

### **UKIP Group**

Councillor Bert Poole.

### **Liberal Democrat and Independent Group**

Councillor David Busby.

**Date:** Wednesday, 15 March 2017

**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, 9 March 2017.

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 30 January 2017.

### **5. Ernst and Young 2016/17 Audit Plan**

Pages 9 - 32

To receive the 2016/17 Audit Plan and an update on progress.

### **6. Internal Audit Planning Process and Key Themes 2017/18**

Pages 33 - 52

To consider the priorities for internal audit activity for 2017/18.

### **7. Audit Services - Progress Report**

Pages 53 - 64

To receive a summary of the activities carried out by Audit Services between November 2016 and January 2017.

8. **Forward Work Programme**

Pages 65 - 70

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.

9. **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.

**The Committee is invited to consider whether agenda item 11 should be taken without the Public (including the Press) present.**

10. **In considering whether to exclude the press and public during consideration of these reports, on the grounds that it is likely that exempt information under paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) will be discussed, the Committee needs to be satisfied that:**

- a) the information included relates to: an individual; is likely to reveal the the identity of an individual; and relates to the financial or business affairs of a particular person (including the authority holding that information);
- b) in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information;
- c) although the public might benefit from the information being available in terms of accountability and transparency, there is a risk that disclosing information about the financial or business affairs of a particular person including the authority holding that information will be in breach of confidentiality agreements.

**The following business may be taken without the Public (including the Press) present.**

11. **End of Employment Matters**

Exempt  
pages 1 - 20

To consider two reports responding to key points discussed at the Committee's meeting on 29 November 2016.

## Access to Meetings

Suffolk County Council is committed to open government. The proceedings of this meeting are open to the public, apart from any confidential or exempt items which may have to be considered in the absence of the press and public.

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](mailto: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/](http://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](http://www.suffolk.gov.uk/apply-to-speak)

### Filming, Recording or Taking Photographs at Meetings

Further information about the Council's procedure with regard to the filming, recording or taking of photographs at meetings can be found at:

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

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2. Follow the signs directing you to Fire Exits at each end of the floor.
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.
5. Do not re-enter the building until told it is safe to do so.

**Deborah Cadman OBE**  
**Chief Executive**