

# AUDIT AND STANDARDS COMMITTEE

Wednesday, 19th September, 2018  
6.30 pm





# AUDIT AND STANDARDS COMMITTEE

## BURNLEY TOWN HALL

**Wednesday, 19th September, 2018 at  
6.30 pm**

**Members are reminded that if they have detailed questions on individual reports, they are advised to contact the report authors in advance of the meeting.**

**Members of the public may ask a question, make a statement, or present a petition relating to any agenda item or any matter falling within the remit of the committee.**

**Notice in writing of the subject matter must be given to the Head of Democracy and Legal Services by 5.00pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall or the Contact Centre, Parker Lane, Burnley. Forms are also available on the Council's website [www.burnley.gov.uk/meetings](http://www.burnley.gov.uk/meetings).**

### **AGENDA**

**1) *Apologies***

To receive any apologies for absence.

**2) *Minutes***

To approve as a correct record the minutes of the previous meeting.

5 - 10

**3) *Additional Items of Business***

To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered as a matter of urgency.

**4) *Declarations of Interest***

To receive any declarations of interest from Members relating to any item on the agenda, in accordance with the provisions of the Code of Conduct.

**5) *Exclusion of the Public***

To determine during which items, if any, the public are to be excluded from the meeting.

**6) *Public Question Time***

To consider questions, statements or petitions from Members of the Public.

### **PUBLIC ITEMS**

<b>7) Annual Audit Letter</b>	11 - 22
To receive the Annual Audit letter for the year ending 31 <sup>st</sup> March 2018.	
<b>8) External Auditor Appointment for Grant Claim 2018/19</b>	23 - 24
To inform members of the appointment of an external auditor for the Housing Benefit Subsidy Grant Claim 2018/19.	
<b>9) Internal Audit Progress Report</b>	25 - 30
To receive information on the work undertaken by Internal Audit for the period 1st April to 30 <sup>th</sup> June 2018.	
<b>10) Regulation of Investigatory Powers Act - Office of Surveillance Commissioners Inspection and Annual Return</b>	31 - 32
To provide members with an update of authorisations issued under the Regulation of Investigatory Powers Act 2000 ("RIPA").	
<b>11) Work Programme</b>	33 - 34
To consider the Work Programme for the current year.	

## **MEMBERSHIP OF COMMITTEE**

### **Councillors**

Councillor Paul Campbell (Chair)  
 Councillor Joanne Greenwood (Vice-Chair)  
 Councillor Bill Brindle  
 Councillor Dale Ferrier  
 Councillor Anne Kelly

Councillor Neil Mottershead  
 Councillor Ann Royle  
 Councillor Andrew Tatchell  
 Councillor Mark Townsend

### **Co-opted Members**

Paul Prior, Burnley College  
 Louise Gaskell, East Lancashire Chamber of Commerce  
 Councillor Kathryn Haworth, Habergham Eaves Parish Council  
 Councillor Gill Smith, Cliviger Parish Council

### **External Auditor**

Marianne Dixon, Grant Thornton - External Auditor  
 Mark Heap, Grant Thornton

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