

# AUDIT AND STANDARDS COMMITTEE

Wednesday, 16th January, 2019  
6.30 pm





# AUDIT AND STANDARDS COMMITTEE

## BURNLEY TOWN HALL

**Wednesday, 16th January, 2019 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 Governance, Law & Regulation 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***

5 - 8

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

**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**

- 7) *Complaint against a Member under the Council's Code of Conduct.*** 9 - 10  
 To report the decision of the Audit and Standards Sub Committee Hearing Panel in relation to the conduct of Councillor Hosker, and to inform the Committee of Councillor Hosker's response to the sanctions imposed by the Hearing Panel.
- 8) *External Audit Progress Report***  
 Report to follow.
- 9) *The External Auditors Certification Letter*** 11 - 14  
 To receive the External Auditor's certification letter for housing benefit work.
- 10) *The Draft Audit Plan 2018/19*** 15 - 30  
 To consider the External Auditor's draft Audit Plan for the year ending 31<sup>st</sup> March 2019.
- 11) *Final Accounts 2018/19 Arrangements*** 31 - 50  
 To update members on the arrangements to date and the implication of the changes required for the Council ahead of the closure of the 2018/19 accounts. To seek approval of the accounting policies to be used in producing the Statement of Accounts; and to set a date for the accounts workshop for members.
- 12) *Annual Governance Statement Arrangements 2018/19*** 51 - 54  
 To consider the proposed arrangements to provide assurance for the Annual Governance Statement 2018/19.
- 13) *Internal Audit 2018/19 Quarter 2 Progress Report*** 55 - 62  
 To consider the work undertaken by Internal Audit for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2018.
- 14) *Fraud Risk Assessment*** 63 - 66  
 To consider the current fraud trends that affect the public sector.
- 15) *Strategic Risk Register 2018/19 Report*** 67 - 90  
 To consider the current Strategic Risk Register.
- 16) *Work Programme*** 91 - 92  
 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 Sue Graham

**Co-opted Members**

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

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**External Auditor**

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