



East Suffolk House, Riduna Park, Station Road,  
Melton, Woodbridge, Suffolk, IP12 1RT

# Audit and Governance Committee

## Membership

Cllr G Lynch (Chairman)  
Cllr A Cooper (Vice-Chairman)  
Cllr J Bidwell  
Cllr P Coleman  
Cllr D Dean  
Cllr P Dunnett  
Cllr C Hedgley  
Cllr J Kelso  
Cllr S Mower  
Cllr P Mulcahy  
Cllr R Whiting

Members are invited to a Meeting of the **Audit and Governance Committee**  
in the **Deben Conference Room, East Suffolk House**, on  
**Tuesday, 11 December 2018 at 6.30pm**

An Agenda is set out below.

## Part One: Open to the Public

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### 1. Apologies for Absence and Substitutions

### 2. Declarations of Interest

Members and Officers are invited to make any declarations of Disclosable Pecuniary Interests or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.

### 3. Minutes

To confirm as a correct record the Minutes of the Meeting held on 10 September 2018.  
(Pages 1 – 7)

### 4. Standards Matters, Declarations of Gifts/Hospitality received by Members and Officers and Review of Complaints (AG 23/18)

Report of the Leader of the Council (Pages 8 – 11)

**5. Annual Audit Letter for the Year Ended 31 March 2018 (AG 24/18)**

Report of the Cabinet Member with responsibility for Resources (Pages 12 – 37)

**6. External Audit Plan for 2018/19 (AG 25/18)**

Report of the Cabinet Member with responsibility for Resources (Pages 38 – 80)

**7. Whistleblowing Policy (AG 26/18)**

Report of the Cabinet Member with responsibility for Resources (Pages 81 – 88)

**8. Internal Audit Reports Recently Issued (AG 27/18)**

Report of the Cabinet Member with responsibility for Resources (Pages 89 – 99)

**9. Consideration of items for the Committee's Forward Work Programme**

**10. Exempt/Confidential Items**

It is recommended that under Section 100(a)(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

## **Part Two: Exempt/Confidential**

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**11. Minutes**

To confirm as a correct record the Exempt Minutes of the Meeting held on 10 September 2018. (Pages 100 – 106)

**12. Internal Audit Reports Recently Issued (AG 28/18)**

Report of the Cabinet Member with responsibility for Resources (Pages 107 – 126)

**13. Internal Audit: Status of Recommendations (AG 29/18)**

Report of the Cabinet Member with responsibility for Resources (Pages 127 to end)

**Close**



Stephen Baker  
Chief Executive

If you require this agenda or any of the reports referred to in large print, audio or Braille, or in a different language, please contact the Democratic Services Business Manager on (01394) 444626 or email: [democratic.services.scdc@eastsuffolk.gov.uk](mailto:democratic.services.scdc@eastsuffolk.gov.uk)