



Uttlesford District Council

Chief Executive: Dawn French

Performance and Audit

Date: Tuesday, 15 November 2016
Time: 19:30
Venue: Committee Room
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

Members: Councillors G Barker, M Foley, J Freeman, J Gordon, S Harris, D Jones, N Hargreaves, B Light, E Oliver (Chairman) and E Parr.

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting.

AGENDA PART 1

Open to Public and Press

- 1 Apologies for absence and declarations of interest**
To receive any apologies for absence and declarations of interest.
- 2 Minutes of previous meeting** 5 - 10
To consider the minutes of the meeting held on 28 July 2016.
- 3 Matters arising**
To consider any matters arising from the Minutes.
- 4 Annual Audit Letter 2015-16** 11 - 34
To consider the Annual Audit letter 2015-16.

5	Annual Audit and Certification Fees 2016-17 To consider the Annual Audit and Certification Fees 2016-17.	35 - 40
6	Audit Committee Briefing To consider EY's Audit Committee briefing.	41 - 54
7	Appointment of External Auditors To consider the appointment of external auditors.	55 - 58
8	Procurement update To consider an update on procurement.	59 - 80
9	Health and Safety update To consider an update on Health and Safety.	81 - 92
10	Internal Audit Charter 2016-2018 (draft) To consider the Internal Audit Charter 2016-18.	93 - 116
11	Internal Audit Progress Report 16 July 2016 to 31 October 2016 To consider the internal Audit Progress Report.	117 - 126
12	Local Plan Costs 2015-16 To consider the Local Plan costs.	127 - 128
13	Performance Q2 2016-17 To consider the Performance for Quarter 2 of 2016-17.	129 - 140
14	Corporate Risk Register Q2 2016-17 To consider the Corporate Risk Register Q2 2016-17.	141 - 152
15	Any other items which the Chairman considers to be urgent To consider any items which the Chairman considers to be urgent.	

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk. For background papers in relation to this meeting please contact committee@uttlesford.gov.uk or phone 01799 510430/433.

Members of the public and representatives of parish and town councils are permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

Facilities for people with disabilities

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact committee@uttlesford.gov.uk or phone 01799 510430/433 as soon as possible prior to the meeting.

Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

For information about this meeting please contact Democratic Services

Telephone: 01799 510433, 510369 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

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