

NOTICE OF MEETING

Meeting:	AUDIT COMMITTEE
Date and Time:	FRIDAY, 10 JULY 2020, AT 9.30 AM*
Place:	SKYPE MEETING - ONLINE
Enquiries to:	E-mail: andy.rogers@nfdc.gov.uk 023 8028 5588 - ask for Andy Rogers

PUBLIC PARTICIPATION:

***Members of the public may speak in accordance with the Council's public participation scheme:**

- (a) immediately before the meeting starts, on items within the Cabinet's terms of reference which are not on the public agenda; and/or**
- (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes.**

Anyone wishing to speak should contact the name and number shown above no later than 12.00 noon on Wednesday, 8 July 2020. This will allow the Council to provide public speakers with the necessary joining instructions for the Skype Meeting.

Bob Jackson
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA
www.newforest.gov.uk

This Agenda is also available on audio tape, in Braille, large print and digital format

AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meeting held on 24 January 2020 as a correct record.

2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

- 3. PUBLIC PARTICIPATION**
To note any issues raised during the public participation period.
- 4. ANNUAL INTERNAL AUDIT REPORT AND OPINION 2019-20** (Pages 5 - 20)
To note the Annual Internal Audit Report and Opinion for 2019/20.
- 5. FRAUD REPORT 2019/20** (Pages 21 - 24)
To receive an update on fraud reduction activities for 2019/20.
- 6. FINAL ACCOUNTS 2019/20 BAD DEBTS WRITE OFF** (Pages 25 - 32)
To consider the Final Accounts Bad Debts Write-offs Report for 2019/20.
- 7. PROCUREMENT RULES, REGULATIONS & CONTRACT STANDING ORDERS - WAIVERS 2019/20** (Pages 33 - 36)
To receive an update on waivers to Procurement Rules, Regulations & Contract Standing Orders approved during 2019/20.
- 8. TREASURY MANAGEMENT OUTTURN REPORT 2019/20** (Pages 37 - 50)
To review the Treasury Management outturn for 2019/20.
- 9. CODE OF GOOD GOVERNANCE REVIEW - ANNUAL REPORT OF THE MONITORING OFFICER AND THE CHIEF FINANCE OFFICER 2019/20** (Pages 51 - 58)
To note the assessment carried out by the Monitoring Officer and the Chief Finance Officer and the actions set out in the report concerning the annual Code of Good Governance review.
- 10. DRAFT ANNUAL GOVERNANCE STATEMENT 2019/20** (Pages 59 - 68)
To consider the draft Annual Governance Statement for the Financial Year ended 31 March 2020.
- 11. DRAFT ANNUAL FINANCIAL REPORT 2019/20** (Pages 69 - 82)
To consider the draft Annual Financial Report for 2019/20.
- 12. AUDIT COMMITTEE WORK PROGRAMME/PLAN** (Pages 83 - 84)
To consider the Audit Committee's Work Plan.
- 13. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

NEW FOREST DISTRICT COUNCIL – VIRTUAL MEETINGS

Background

This meeting is being held virtually with all participants accessing via Skype for Business.

A live stream will be available on YouTube to allow the press and public to view meetings in real time and can also be found at the relevant meeting page on the Council's website.

Principles for all meetings

The Chairman will read out Ground Rules at the start of the meeting for the benefit of all participants. All normal procedures for meetings apply as far as practicable, as the new Government Regulations do not amend any of the Council's existing Standing Orders.

The Ground Rules for all virtual meetings will include, but are not limited to, the following:-

- All participants are reminded that virtual public meetings are being broadcast live on YouTube and will be available for repeated viewing. Please be mindful of your camera and microphone setup and the images and sounds that will be broadcast on public record.
- All participants are asked to mute their microphones when not speaking to reduce feedback and background noise. Please only unmute your microphone and speak when invited to do so by the Chairman.
- Councillors in attendance that have not indicated their wish to speak in advance of the meeting can make a request to speak during the meeting by typing "RTS" (Request to Speak) in the Skype chat facility. Requests will be managed by the Chairman with support from Democratic Services. The Skype chat facility should not be used for any other purpose.
- All participants should note that the chat facility can be viewed by all those in attendance.
- All participants are asked to refer to the report number and page number within the agenda and reports pack so that there is a clear understanding of what is being discussed at all times.

Voting

When voting is required on a particular item, each councillor on the committee will be called to vote in turn by name, expressing their vote verbally. The outcome will be announced to the meeting. A recorded vote will not be reflected in the minutes of the meeting unless this is requested in accordance with the Council's Standing Orders.

By casting their vote, councillors do so in the acknowledgement that they were present for the duration of the item in question.

Technology

If individuals experience technical issues, the meeting will continue providing that it is quorate and it is still practical to do so. The Chairman will adjourn the meeting if technical issues cause the meeting to be inquorate, the live stream technology fails, or continuing is not practical.

Public Participation

Contact details to register to speak in accordance with the Council's Public Participation Procedures are on the front page of this agenda.

In order to speak at a virtual meeting, you must have the facility to join a Skype for Business Meeting. Joining instructions will be sent to registered speakers in advance of the meeting.

The Council will accept a written copy of a statement from registered speakers that do not wish to join a Skype Meeting, or are unable to. The statement will be read out at the meeting and should not exceed three minutes. Please use the contact details on the agenda front sheet for further information.

To: **Councillors:**

Alan O'Sullivan (Chairman)
Emma Lane (Vice-Chairman)
Alan Alvey
Hilary Brand

Councillors:

Mahmoud Kangarani
Martyn Levitt
Ann Sevier
John Ward