

**Audit & Scrutiny Committee**  
**Tuesday, 24th September, 2024 at 7.30 pm**  
**Council Chamber - Council Offices**  
**Agenda**

**Members of the Audit & Scrutiny Committee**

Councillor Ian Booth (Chair)	Councillor Mike Crane (Vice-Chair)
Councillor Michael Cooper	Councillor Annette Evans
Councillor Anna Patel	Councillor Colin White
Councillor Sir Nicholas White	Councillor Helena Windsor
Katharine Eberhart	Councillor Sarah Sowambur

**Substitute Members**

Councillor Chris Bassett	Councillor Martin Allen
Councillor Jenny Gaffney	Councillor James Rujbally
Councillor Lewis Sharp	

If a member of the Committee is unable to attend the meeting, they should notify Democratic Services. If a Member of the Council, who is not a member of the Committee, would like to attend the meeting, please let Democratic Services know by no later than noon on the day of the meeting.

If any clarification about any item of business is needed, contact should be made with officers before the meeting. Reports contain authors' names and contact details.

David Ford  
**Chief Executive**

**Information for the public**



This meeting will be held in the Council Chamber, Council Offices, Oxted and the public are welcome to attend. Doors for the Council Offices will open 15 minutes before the start of the meeting.



The meeting will also be broadcast online at [tinyurl.com/webcastTDC](https://tinyurl.com/webcastTDC). In attending this meeting, you are accepting that you may be filmed and consent to the live stream being broadcast online and available for others to view.



Information about the terms of reference and membership of this Committee are available in the Council's Constitution available from [tinyurl.com/howTDCisrun](https://tinyurl.com/howTDCisrun). The website also provides copies of agendas, reports and minutes.



Details of reports that will be considered at upcoming Committee meetings are published on the Council's Committee Forward Plan. You can view the latest plan at [tinyurl.com/TDCforwardplan](https://tinyurl.com/TDCforwardplan).

## **AGENDA**

**1. Apologies for absence (if any)**

**2. Declarations of interest**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

(i) any Disclosable Pecuniary Interests (DPIs) and/or

(ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

**3. Minutes of the meeting held on 16th July 2024 (Pages 3 - 10)**

**4. To deal with any question submitted under Standing Order 30**

Questions must be sent via email or in writing to Democratic Services by 5pm on [2 working days before the meeting] and comply with all other aspects of Standing Order 30 of the Council's Constitution.

**5. To deal with any issues 'Called In' under Part F of the Council's constitution**

**6. External Audit Update (Pages 11 - 14)**

**7. Internal Audit Update - September 2024 (Pages 15 - 26)**

**8. 2024/25 (Q3) internal audit plan (Pages 27 - 40)**

**9. Review of the Council's draft Annual Governance Statement 2023/24 (Pages 41 - 126)**

**10. Review of the Council's Local Code of Corporate Governance - 2023/24 (Pages 127 - 148)**

**11. Annual Fraud Report 2024 (Pages 149 - 158)**

**12. Future Tandridge Programme Update - September 2024 (Pages 159 - 194)**

**13. Quarter 1 2024/2025 - Performance Exceptions (Pages 195 - 216)**

**14. Complaints and Freedom of Information update - September 2024 (Pages 217 - 230)**

**15. Any urgent business**

To deal with any other item(s) which, in the opinion of the Chair, should be considered as a matter of urgency in accordance with Section 100B(4)(b) of the Local Government Act 1972.