



Havering

LONDON BOROUGH

AUDIT COMMITTEE AGENDA

7.00 pm	Tuesday 14 May 2024	Appointment Centre Room 10 & 11, Town Hall, Romford
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Members 7: Quorum 3

COUNCILLORS:

Conservative Group (3)	Havering Residents' Group (3)	Labour Group (1)	East Havering Residents Group (1)
Keith Prince Damian White David Taylor	Julie Wilkes (Chairman) Jacqueline Williams (Vice-Chair) Sarah Edwards	Jane Keane	Darren Wise

**For information about the meeting please contact:
Taiwo Adeoye 01708 433079
taiwo.adeoye@OneSource.co.uk**

Under the Committee Procedure Rules within the Council's Constitution the Chairman of the meeting may exercise the powers conferred upon the Mayor in relation to the conduct of full Council meetings. As such, should any member of the public interrupt proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room and may adjourn the meeting while this takes place.

Excessive noise and talking should also be kept to a minimum whilst the meeting is in progress in order that the scheduled business may proceed as planned.

Protocol for members of the public wishing to report on meetings of the London Borough of Havering

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law.

Reporting means: -

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise Democratic Services staff on 01708 433076 that they wish to report on the meeting and how they wish to do so. This is to enable employees to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



AGENDA ITEMS

1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

2 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) – received.

3 DISCLOSURE OF INTERESTS

Members are invited to declare any interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any interest in any item at any time prior to the consideration of the matter.

4 MINUTES OF THE MEETING (Pages 5 - 8)

To approve as correct the minutes of the meeting held on 23 January 2024 (attached) and authorise the Chairman to sign them.

6 DRAFT ANNUAL GOVERNANCE STATEMENT 2023/24 (Pages 9 - 30)

Report and appendix attached.

7 HEAD OF ASSURANCE ANNUAL REPORT 2023/24

Report attached.

8 DRAFT INTERNAL AUDIT PLAN 2024/25 (Pages 31 - 50)

Report and appendices attached.

Zena Smith
Head of Committee and
Election Services