

## Council Meeting

**To be held on  
Wednesday 28 March 2018  
11.00 a.m.  
By Conference Call  
A G E N D A**

No	Item	Publication Status	Type of Paper	Lead
1.	<b>Welcome, Introductions and Apologies for Absence and Declarations of Interest</b>		For recording	Chair
2.	<b>Audit and Risk Committee meeting held on 20 March 2018 – Draft Minutes</b>	Not for publication – contains information which is policy in development	For noting	Chair of Audit and Risk Committee
3.	<b>External Auditor’s Report presented to Audit and Risk Committee, 20 March 2018 and Management Letter</b>	Not for publication – contains information provided in confidence	For approval	Director of Finance and Operations
4.	<b>CLC Annual Financial Statements 2017</b>	Not for publication – contains information intended for future publication	For approval	Director of Finance and Operations
5.	<b>CLC Annual Report on the Year 2017</b>	Not for publication – contains information intended for future publication	For approval	Director of Strategy and External Relations



## **CLC Council Meeting**

### **Audit and Risk Committee Minutes**

**Purpose:** For Noting  
**Author:** Audrey Cosens

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#### **Summary**

The responsibilities of the Audit and Risk Committee include:

- The planned activity and results of both internal and external audit;
- The adequacy of management's response to the issues identified by audit activity including external audit's management letter.

The draft minutes of the Audit and Risk Committee meeting held on 20 March 2018, at which the external audit of the CLC's financial statements for the year ended 31 December 2017, draft letter of representation and Annual Financial Statements 2017 were reviewed are attached.

#### **Recommendations**

The Council is invited to note the draft minutes of the meeting of the Audit and Risk Committee held on 20 March 2018.

#### **Risk management**

The Terms of Reference of the Audit and Risk Committee include strategic oversight of the CLC's processes for risk, control and governance, which are reviewed and scrutinised at each meeting to provide an opinion on the discharge of functions.

#### **Financial Impact**

The Terms of Reference of the Audit and Risk Committee include review of accounting policies and practice, compliance with laws and accounting standards and the process for review of the annual accounts prior to their submission for external audit.

#### **Diversity and Inclusion**

There are no specific diversity and inclusion considerations, however as a regulator the CLC has an objective to support an independent, strong, diverse and effective legal profession as well as to act in the best interest of clients and to promote ease of access to services. These factors are incorporated within the accountability for risk and governance.

**Communication and publication requirements**

This report is for Council only. The Annual Financial Statements will be published when finalised.

## **External Auditor's Report and Representation Letter**

**Purpose:** For review and approval

**Lead:** Director of Finance and Operations

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### **Summary**

The attached external audit of the financial statements for the year ended 31 December 2017 has been prepared by Scrutton Bland, independent external auditors.

The draft representation letter is attached for Council's consideration and approval.

### **Recommendations**

The Council is invited to:

- (1) Note the External Auditor's report
- (2) Review and comment on the letter of representation
- (3) Authorise the Chair of Council and Chief Executive to make any changes required and finalise and sign the representation letter.

### **Risk management**

There are no risk management implications specific to this report.

### **Financial Implications**

There are no financial implications specific to this report.

### **Diversity and Inclusion Implications**

There are no diversity and inclusion implications specific to this report.

### **Communication requirements**

The External Auditor's report is for the Council's use only. The Annual Financial Statements will be published when finalised.

### **Publication**

The external auditor's report has been prepared in confidence and is not for publication.

## **Annual Financial Statements 2017**

**Purpose:** For review and approval

**Author:** Director of Finance and Operations

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### **Summary**

The CLC's Annual Financial Statements for the year ended 31 December 2017 are presented for review and approval.

### **Recommendations**

The Council is invited to:

- (1) Review the Annual Financial Statements for the year ended 31 December 2017; and
- (2) Approve the adoption of the Financial Statements for the year ended 31 December 2017;
- (3) Authorise the Chair of Council and Chief Executive to make any changes for incorporation within the Annual Financial Statements prior to publication.

### **Risk management**

There are no risk management implications specific to this report.

### **Financial Implications**

There are no financial implications specific to this report.

### **Diversity and Inclusion Implications**

There are no diversity and inclusion implications specific to this report.

### **Publication**

The final Annual Financial Statements will be published on the CLC's website

## **CLC Draft Annual Report 2017**

**Purpose: Review and approval**

**Lead: Director of Strategy and External Relations**

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### **Summary**

A draft Annual Report on the CLC's activity in 2017. This is a separate and distinct publication from the Annual Financial Statements and will be published alongside them.

### **Recommendations**

The Council is asked to comment on the draft and agree that the Chair and Chief Executive should approve a final version, amended in the light of Council's comments and their own additions and amendments.

### **Risk management**

Publication of clear explanations of the work of the CLC manages the risk that our regime, approach and achievements are not fully understood by key stakeholders.

### **Financial Implications**

None arising from the report. It will be published online and copies will be sent to stakeholders.

### **Diversity and Inclusion Implications**

None arising from the publication of this Report.

### **Communication requirements**

The Annual Report will be published on the CLC website following final approval and promoted to the legal sector media, through social media and in direct communications to the regulated community.

### **Publication**

This Council paper is not for publication because the final version of the substance of the paper will be published shortly after the Council meeting that considers it.