

## NOTICE OF MEETING

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MEETING	<b>CORPORATE GOVERNANCE AND AUDIT COMMITTEE</b>
DATE / TIME	Thursday 19 September 2013 at 09.30 am
VENUE	Committee Room Two East Pallant House East Pallant Chichester West Sussex PO19 1TY
CONTACT POINT	Bambi Jones – Principal Scrutiny Officer Direct line: 01243 534685 Email: <a href="mailto:bjones@chichester.gov.uk">bjones@chichester.gov.uk</a>

Tuesday 10 September 2013

**PAUL E OVER**  
**Executive Director of Support**  
**Services and the Economy**

## AGENDA

*This agenda should be retained for future reference with the minutes of this meeting*

### PART 1

- Chairman's Announcements**  
Any apologies for absence that have been received will be noted at this point.
- Approval of Minutes**  
The Corporate Governance and Audit Committee is requested to approve the minutes of its ordinary meeting on Thursday 27 June 2013 (pages 1 to 8).

3. **Urgent items**  
The chairman will announce any urgent items that due to special circumstances are to be dealt with under agenda item 12(b).
4. **Declarations of Interests**  
These are to be made by members of the Corporate Governance and Audit Committee or other Chichester District Council members present in respect of matters on the agenda for this meeting.
5. **Public Question Time**  
The procedure for submitting public questions in writing by no later than 12:00 on Wednesday 18 September 2013 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
6. **Ernst & Young : Audit Governance Report 2012-13** (to follow)  
To consider the Annual Governance report 2012-13, presented by Ernst & Young, which summarises the findings from the 2012-13 audit and includes the messages arising from the audit of the Council's financial statements and the results of the work undertaken by Ernst & Young to assess the Council's arrangements to secure value for money in use of resources.
7. **Audited Statement of Accounts 2012-13** (to follow)  
The committee considered the draft statement of accounts at its meeting held on 27 June 2013. Members are requested to consider a report giving an update on the outcome of the audit and any changes made as a result.  
  
*(Note: The Audited Statement of Accounts 2012-13 will be circulated as a separate document to members of the committee and senior officers only. It may be viewed on the council's website at [www.chichester.gov.uk/committee\\_papers](http://www.chichester.gov.uk/committee_papers) and a paper copy is available in the Members' Room at East Pallant House or from the contact named on the front page of this agenda.)*
8. **Ernst & Young Local Government Sector update** (pages 9 to 20)  
Mr Catlow will give a brief update on the attached newsletter summarising the latest developments and news relevant to Local Government Audit Committees.
9. **Partnerships Annual Report** (pages 21 to 34)  
To consider an annual report on the council's strategic partnerships to ensure that governance arrangements are in place and that risks are being managed effectively.
10. **S106 Follow-up Review: Tangmere** (pages 35 to 37)  
At its meeting in November 2012 the committee considered an audit report relating to the non-allocation of S106 monies in Tangmere. A number of recommendations were agreed to improve communication and transparency in S106 procedures. The attached report provides an update on progress made in implementing those recommendations.
11. **Internal Audit Report and Audit Plan Progress** (Pages 38 to 54)  
To consider reports by Internal Audit and to note progress against the current year's Audit Plan.

*(Note: The internal audit reports on Energy Usage and Debt Recovery have been posted for members' inspection and comment on the Members' Bulletin Board.)*

12. **Late items**

- (a) Items added to the agenda papers and made available for public inspection
- (b) Items that the chairman has agreed should be taken as a matter of urgency by reason of special circumstances to be reported at the meeting

## PART 2

[Items for which the press and public are likely to be excluded]

*The public and press may be excluded from the meeting during any item of business whenever it is likely that there would be disclosure of 'exempt information' as defined in section 100 I of and Schedule 12A to the Local Government Act 1972*

13. **Exclusion of the Press and Public**

*The Corporate Governance and Audit Committee will consider the following resolution:*

That in accordance with section 100A of the Local Government Act 1972 (the Act) the public and the press be excluded from the meeting during the consideration of the following item on the agenda for the reason that it is likely in view of the nature of the business to be transacted that there would be disclosure to the public of "exempt information" being information of the nature described in Paragraph 5 (information in respect of which a claim to legal professional privilege could be maintained in legal proceedings) of Part 1 of Schedule 12A to the Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information

14. **Insurance contract**

Members of the Risk Management Task and Finish Group will give an oral update on any risks identified in the evaluation of the tenders for provision of the Council's insurance services.

15. **Westgate Leisure Centre Carbon Trust Scheme** (pages 55 to 57)

The Committee is asked to note the developments with regard to the rectification of the issues with the CHP engines since the Audit Report of 2011.

## NOTES

With the aim of reducing paper consumption, certain restrictions have been introduced on the distribution of paper copies of longer appendices to reports where those appendices are circulated separately from the agenda:

- (1) **Members of the Corporate Governance and Audit Committee, the Cabinet and Senior Officers:** They receive paper copies including the appendices.

- (2) **Other Members of the Council:** The appendices may be viewed via the Members' Desktop and a paper copy will also be available for inspection in the Members' Room at East Pallant House.
- (3) **The Press and Public:** The appendices relating to reports listed under Part I of the agenda which are not included with their copy of the agenda can be viewed as follows:
- (a) on the council's website at [www.chichester.gov.uk/committee\\_papers](http://www.chichester.gov.uk/committee_papers) - Select Corporate Governance and Audit Committee then choose the date of this meeting
  - (b) at the main reception desk at East Pallant House Chichester
  - (c) by contacting Bambi Jones (Principal Scrutiny Officer) on 01243 534685 or [bjones@chichester.gov.uk](mailto:bjones@chichester.gov.uk)

## MEMBERS

Mrs P M Tull (Chairman)  
Mr A J French (Vice-Chairman)

Mrs C M M Apel	Mrs P A Hardwick
Mr M J Bell	Mr G H Hicks
Mr T Dignum	Mr R M J Marshall
Mr B Finch	Mr G V McAra