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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 2 - East Pallant House on **Tuesday 16 October 2018 at 9.30 am**

MEMBERS: Mrs P Tull (Chairman), Mrs P Plant (Vice-Chairman), Mr J Brown, Mrs N Graves, Mrs P Hardwick, Mr F Hobbs, Mr S Lloyd-Williams, Mr K Martin, Mr S Morley and Mr P Wilding

AGENDA

- 1 **Chairman's Announcements**
Any apologies for absence will be noted at this point.
- 2 **Approval of Minutes** (Pages 1 - 10)
To approve the minutes of the Corporate Governance and Audit Committee meeting held on 26 July 2018.
- 3 **Urgent items**
The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below referring to late items.
- 4 **Declarations of Interest**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have 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 the day before the meeting is available on request from Democratic Services (the contact details for which appear on the front page of this agenda).
- 6 **Annual Audit Letter 2017-18** (Pages 11 - 33)
The Committee is requested to consider and note the key issues arising from the work of the council's external auditors on the 2017-18 Accounts in the Annual Audit Letter from Ernst & Young LLP.
- 7 **Corporate Health & Safety and Business Continuity Management** (Pages 35 - 40)
That the Committee is requested to consider and note the council's arrangements in place for monitoring and controlling the risks associated with health and safety and business continuity matters.

8 **Financial Strategy and Plan 2019-20** (Pages 41 - 52)

The Committee is requested to consider and recommend to Cabinet:

- The updated key financial principles in Appendix 1, which underpin the council's aim to set balanced budgets without the use of reserves, except where necessary in the short term
- In the short to medium term that the council maintains a minimum level of reserves of £6.3m for general purposes

9 **S106 Annual Exceptions Report** (Pages 53 - 60)

The Committee is requested to note the contents of this report concerning section 106 agreements nearing their expenditure date (as set out in Appendix 1) and to raise any concerns.

10 **Complaints, Freedom of Information Requests and Data Protection Analysis - 2017/18** (Pages 61 - 97)

The Committee is requested to consider:

- The revised complaints scheme - Appendix 1
- A policy for the management of unreasonable complainant behaviour to support the revised complaints scheme and to follow best practice as per Local Government Ombudsman – Appendix 2
- Making recommendations as to future monitoring arrangements to identify improvement where appropriate
- A call recording policy to support the complaints scheme and to comply with the GDPR – Appendix 3

11 **Progress Report - Audit Plan** (Pages 99 - 141)

The Committee is requested to consider the Audit Reports, Follow Ups and Position Statement and to note progress against the audit plan.

12 **Exclusion of the Press and Public**

The Committee is asked to consider in respect of the following item(s) whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information. **The report dealt with under this part of the agenda is attached for members of the Corporate Governance & Audit Committee and senior officers only (salmon paper).**

13 **Strategic Risk Update** (Pages 143 - 179)

The Committee is requested to note:

- The current strategic risk register and the internal controls in place, plus any associated action plans to manage those risks, and raises any issues or concerns
- Both the high scoring programme board and organisational risks, and the mitigation actions in place, and raises any issues or concerns

14 **Late items**

The Committee will consider any late items as follows:

- 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

NOTES

1. The press and public may be excluded from the meeting during any item of business where it is likely that there would be disclosure of “exempt information” as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
2. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
 - a) Members of the Corporate Governance & Audit Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
 - b) The press and public may view this information on the council’s website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council’s information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
4. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intention before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided.