

**JOHN WARD**  
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A meeting of the **Corporate Governance & Audit Committee** will be held in Committee Room 2 - East Pallant House on **Thursday 25 July 2019 at 2.00 pm**

MEMBERS: Dr K O'Kelly (Chairman), Mr T Johnson (Vice-Chairman), Miss H Barrie, Mr M Bell, Mr J Brown, Mr A Dignum, Mr F Hobbs and Mr D E P Palmer

## AGENDA

- 1 **Chairman's Announcements**  
Any apologies for absence that have been received will be noted at this point.
- 2 **Approval of Minutes** (Pages 1 - 8)  
The committee is requested to approve the minutes of its ordinary meeting on 28 March 2019.
- 3 **Urgent items**  
The chairman will announce any urgent items that due to special circumstances are to be dealt with under the Late Items agenda item.
- 4 **Declarations of Interest**  
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 12:00pm the day before the meeting is available [here](#) or from the Democratic Services Officer (whose contact details appear on the front page of this agenda).
- 6 **Corporate Governance and Audit Committee Work Programme 2019-2020** (Pages 9 - 12)  
The Corporate Governance and Audit Committee is requested to consider and approve its work programme for 2019-20.
- 7 **Audit Fees 2019-2020** (Pages 13 - 15)  
To review the proposed audit and certification work that Ernst & Young LLP proposes to undertake in 2019/20 and the fees for this work.
- 8 **Chichester District Council Audit Results Report for the Year Ended 31 March 2019** (Pages 17 - 65)  
The Corporate Governance and Audit Committee is requested to consider and note the attached report which summarises the external auditor's audit conclusion in relation to Chichester District Council's financial position and the results of operations for the year ended 31 March 2019.
- 9 **Statement of Accounts for 2018-2019** (Pages 67 - 79)  
The Corporate Governance and Audit Committee is requested to consider and

approve the audited Statement of Accounts shown in Appendix 2 (*copy to follow*) for the financial year ended 31 March 2019, note the outturn position and authorise the Letter of Representation to be given to the Council's External Auditor.

- 10 **2018-2019- Treasury Management Out-turn Report** (Pages 81 - 89)  
The Corporate Governance and Audit Committee is requested to consider the 2018-2019 Treasury summarised activity and out-turn position and provide comments to the Cabinet as necessary and nominate a representative to work with the Cabinet Member for Finance, Growth, Place and Regeneration and officers to complete a review the existing external pooled fund investments as requested by Cabinet.
- 11 **2018-2019 Annual Governance Statement and Corporate Governance Report** (Pages 91 - 115)  
The Corporate Governance and Audit Committee is required to report to the Council each year on the effectiveness of Chichester District Council's governance arrangements and so it requested to consider the draft Annual Report on Corporate Governance at appendix 1, the Annual Governance Statement 2018-2019 (appendix 2), and Internal Audit and Corporate Investigations Annual Report 2018-2019 (appendix 3), and to recommend these to the Council for approval.
- 12 **Fraud Prevention** (Pages 117 - 120)  
The Corporate Governance and Audit Committee is requested to consider this report and the corporate approach to fighting fraud to ensure they fulfil their stewardship role and protect the public purse and to note that Chichester District Council will actively pursue potential frauds identified through ongoing investigations by the Corporate Investigations Team (CIT).
- 13 **Section 106 and CIL Annual Monitoring Report** (Pages 121 - 295)  
The Corporate Governance and Audit Committee is requested to note the income and expenditure between 1 April 2018 and 31 March 2019 in respect of S106 contributions and from CIL, the information on S106 agreements within 2 years of the expenditure target date as set out in Appendix 1 the details of non-financial S106 obligations set out in Appendix 2; and the monitoring information required by the CIL regulations as set out in Appendix 3.
- 14 **Annual Partnerships Report 2019** (Pages 297 - 322)  
The Corporate Governance and Audit Committee is requested to consider the annual report on the effectiveness of Chichester District Council's strategic partnerships to satisfy themselves that these partnerships have appropriate governance measures and risk monitoring procedures in place.
- 15 **Corporate Health and Safety Business Continuity Management** (Pages 323 - 329)  
That the Committee considers and notes the Council's arrangements in place for monitoring and controlling the risks associated with health and safety and business continuity matters.
- 16 **Audit Reports, Progress Report - Audit Plan** (Pages 331 - 388)  
The Corporate Governance and Audit Committee is requested to consider the Audit Reports, follow Up and note progress against the audit plan.
- 17 **Appointment to the Strategic Risk Group**  
The Strategic Risk Group is set up with terms of reference 'to consider any strategic and operational risks (*to the Council*), the associated controls, management and any mitigation and to review previously identified strategic risks and give detailed consideration of any newly identified risks'. It meets at least twice a year and

reports to this committee. Membership is three members of Cabinet, three members of the Corporate Governance & Audit Committee and the Strategic Leadership Team. Members are requested to agree the three representatives from this committee.

**18 Exclusion of the Press and Public**

There are no restricted items for consideration.

**19 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.