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A meeting of the **Corporate Governance & Audit Committee** will be held in Committee Rooms, East Pallant House on **Monday 30 October 2023 at 2.00 pm**

MEMBERS: Mr R Bates (Chairman), Mr T O'Kelly (Vice-Chairman), Mr I Ballantyne, Mr J Brown, Mr M Chilton, Ms M Corfield, Mr F Hobbs and Mr T Johnson

## 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 - 6)  
The Committee is requested to approve the minutes of its meeting on 17 July 2023.
- 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 noon 2 working days before the meeting is available [here](#) or from the Democratic Services Officer (whose contact details appear on the front page of this agenda).
- 6 **S106 and CIL Annual Monitoring Report** (Pages 7 - 45)  
The Committee is requested to consider the report and its appendices and make the following recommendations:
  - 3.1 **The income and expenditure between 1 April 2022 and 31 March 2023 in respect of S106 contributions and from CIL;**
  - 3.2 **The contents of the Infrastructure Funding Statement as set out in Appendix 1;**

Please note that **Appendix 2 and Appendix 3 will be made available to view online only.**
- 7 **Budget Review TFG Terms of Reference** (Page 47)  
The Committee is requested to consider the Terms of Reference and Scoping:  
**To consider the proposed changes on the approved base budget for**

**compiling the 2024-25 budget.**

**To comment on these in advance of Cabinet consideration of the Budget 2024-25 in February 2024.**

- 8 **2023-2024 Treasury Management half-yearly update** (Pages 49 - 58)  
The Committee is requested to consider the report and its appendices and make the following recommendations:

**2.1 The Committee is requested to consider the Treasury activity summarised in this report and provide comments to the Cabinet as necessary.**

- 9 **CDC Auditors Annual Report** (Pages 59 - 85)  
The Committee is requested to consider the report and its appendices and to make comments and note.

- 10 **Progress Report – Audit Plan 2023/2024** (Pages 87 - 116)  
The Committee is requested to note the performance against the audit plan for 2023/24.

- 11 **Complaints FOI and DP CAGC 2022\_23** (Pages 117 - 136)  
The Committee is requested to consider the report and its appendices and to note the contents of the report.

- 12 **Debt Recovery Update and Write Off report 2022-23** (Pages 137 - 145)  
The Committee is requested to consider the report and its appendices and make the following recommendations:

**2.1 That the committee notes and comments on this report together with the Write Off Report as shown in Appendix 1 to this report.**

- 13 **Strategic Risk Management Update** (Pages 147 - 185)  
The Committee is requested to consider the report and its appendices and make the following recommendations:

**1. Recommendation:**

- a) **The Committee notes the updates to the Strategic Risk Register, reflecting any comments or amendments made by the Strategic Risk Group.**
- b) **The Committee notes the inclusion of the new Strategic Risk CRR 196 -Managing Selsey’s Aging Sea Defences.**

- 14 **Financial Strategy & Plan 2024-25 Report to follow.**

15 **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

## 16 **Exclusion of the Press and Public**

The Committee is asked to consider in respect of appendices to agenda items 13 and 14 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 reports dealt with under this part of the agenda are attached for members of the Corporate Governance & Audit Committee and senior officers only (salmon paper).**

### 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.