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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 2, East Pallant House on **Tuesday 22 March 2016 at 9.30 am**

MEMBERS: Mrs P Tull (Chairman), Mr G Hicks (Vice-Chairman), Mr G Barrett, Mr I Curbishley, Mr T Dempster, Mrs N Graves, Mrs P Hardwick, Mr F Hobbs, Mr P Jarvis, Mr S Morley, Mr P King (Auditors) and Mr M Young (Auditors)

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 - 4)
The committee is requested to approve the minutes of its ordinary meeting on 19 January 2016.
- 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 12:00 on Monday 21 March 2016 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **Certification of Claims and Returns Annual Report** (Pages 5 - 14)
The committee is requested to consider and note this report.
- 7 **Audit Plan 2015/16 Progress report** (Pages 15 - 32)
The committee is requested to consider and note this report.
- 8 **Accounting Policies** (Pages 33 - 35)
That the amendments to the Accounting Policies shown in Appendix 1 be formally adopted for the financial year ended 31 March 2016.
- 9 **Budget Carry Forward Requests** (Pages 36 - 38)
The committee is requested to recommend that Cabinet approves the requests totalling £88,600 for budgets to be carried forward in 2016-17.
- 10 **Strategic and Operational Risks** (Pages 39 - 68)
The committee is requested to note a) the current strategic risk register and the internal controls in place plus any associated action plans to manage those risks

and b) the high scoring organisational risks and the mitigation actions in place, and to raise any issues or concerns.

11 **Internal Audit - Audit Plan Progress** (Pages 69 - 74)

The committee is requested to consider and note the Audit Report, the 2016/17 Audit Plan and progress against the 2015/16 Audit Plan.

12 **Exclusion of the Press and Public**

There are no restricted items for consideration. However, the document listed below includes information which is considered to be exempt under Paragraph 3 of Schedule 12A of the Local Government Act 1972 and **is attached for members of the Cabinet and senior officers only (salmon paper).**

10. **Strategic and Operational Risks**

Appendix 1 – Strategic Risk Register March 2016

13 **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 wherever 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. The press and public may view report appendices which are not included with their copy of the agenda on the Council’s website unless these contain exempt information.
3. 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). Other members may request a copy of the supplementary information or a copy is available in the Members’ Room, East Pallant House.
 - b) The press and public may view this information on the Council’s website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
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 intentions 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. (Standing Order 11.3)