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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 2, East Pallant House on **Thursday 30 June 2016 at 9.30 am**

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

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 ordinary meeting on 22 March 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 **Public Question Time**
The procedure for submitting public questions in writing by no later than 12:00 on Wednesday 29 June 2016 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 5 **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.
- 6 **Annual Audit and Certification fees 2016-17** (Pages 7 - 9)
To review the proposed audit and certification work that Ernst & Young LLP proposes to undertake in 2016/17 and the fees for this work.
- 7 **Audit Plan 2015-16 Progress**
To receive an oral update on progress against the Audit Plan 2015/16.
- 8 **S106 Annual Monitoring Report** (Pages 10 - 14)
To consider the annual report on S106 agreements setting out new agreements signed, income received and monies spent for the previous financial year including an update on non-financial obligations and information on those S106 agreements due to expire within two years. An update on the current position with regard to implementation of the Community Infrastructure Levy (CIL) is also included.
- 9 **2016-17 Treasury Management Strategy - update** (Pages 15 - 16)
The committee is requested to consider the proposed amendments to the Council's 2016-17 Treasury Management Strategy and to request Cabinet to recommend to full Council that the strategy be approved.

- 10 **Overarching Investment Opportunities Protocol** (Pages 17 - 33)
At its meeting held on 24 November 2015 the committee considered a report relating to the Council's Overarching Investment Protocol. Minute 38 relates to the committee's resolution to set up a Task and Finish Group to consider and complete the drafting of the protocol. Following consideration by the group the committee is now requested to approve the broad principles of the overarching investment opportunities protocol as set out in paragraphs 7 to 11 of this report and the Land & Property Sub-Strategy investment protocol at Appendix 1.
- 11 **Strategic Partnerships Annual Report** (Pages 34 - 35)
The committee is requested to endorse the findings of the annual review of partnerships at paragraph 3.3 of the report.
- 12 **Internal Audit - Audit Plan Progress** (Pages 36 - 37)
The committee is requested to consider and note the Internal Audit Plan progress report.
- 13 **Committee work programme 2016-17** (Pages 38 - 39)
The committee is requested to consider and agree its work programme for 2016-17.
- 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
- 15 **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 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).**
- 16 **Potential liabilities of outstanding litigation (Part 2)** (Pages 40 - 43)
The committee is requested to consider and note this annual report which provides information regarding any potential liabilities of the Council in relation to outstanding litigation.

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. The open proceedings of this meeting will be audio recorded and the recording will be held for one year by the town council. A copy of the recording will also be retained in accordance with the council's information and data policies. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. By entering the committee room they are also consenting to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please contact the contact for this meeting at the front of this agenda.
5. 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)

