

**JOHN WARD**  
Head of Finance and Governance Services

Contact: Mrs Bambi Jones on 01243 534685  
Email: [bjones@chichester.gov.uk](mailto:bjones@chichester.gov.uk)

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
[www.chichester.gov.uk](http://www.chichester.gov.uk)



A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 2, East Pallant House on **Thursday 30 March 2017 at 9.30 am**

MEMBERS: Mrs P Tull (Chairman), Mr G Hicks (Vice-Chairman), Mr G Barrett, Mr T Dempster, Mrs N Graves, Mrs P Hardwick, Mr F Hobbs 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 - 5)  
The committee is requested to approve the minutes of its ordinary meeting on 26 January 2017.
- 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 **Audit Plan 2016-17 - Ernst & Young LLP** (Pages 6 - 23)  
The committee is requested to consider and note the 2016-17 Audit Plan.
- 7 **Accounting Policies** (Pages 24 - 27)  
The committee is requested to formally adopt the amendments to the Accounting Policies for the financial year ended 31 March 2017 and shown in Appendix 1.
- 8 **Budget Carry Forward Requests 2017** (Pages 28 - 31)  
The committee is requested to recommend that Cabinet approves the requests totalling £120,800 for budgets to be carried forward in 2017-18.
- 9 **Strategic, Operational and Programme Board Risk Registers Update** (Pages 32 - 55)  
The committee is requested to consider the agenda report and its appendices and to note the current strategic risk register, the current high scoring programme board and organisational risks, the plans and mitigation actions in place and to raise any issues or concerns. Appendix 1b is confidential\* and is available to members of the committee and relevant officers only.

**\*Note** Exempt category Para 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

10 **Internal Audit Reports, Audit Plan & Progress Report** (Pages 56 - 78)

The committee is requested to consider and note a) current progress against the 2016-17 Audit Plan, b) the two Audit Reports, c) the update on the Car Parking Audit recommendations and d) the 2017-18 Audit Plan.

11 **2017-18 Corporate Governance & Audit Committee Work Programme** (Pages 79 - 82)

The committee is requested to consider and approve its work programme for 2017-18.

12 **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

13 **Exclusion of the Press and Public**

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

**9. 2016-17 Strategic Risk Update**

Appendix 1b – Information relating to cyber-attacks to the authority.

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). 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 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.

