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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 2, East Pallant House on **Thursday 29 June 2017 at 9.30 am**

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

AGENDA

- 1 **Chairman's Announcements**
Any apologies for absence that have been received will be noted at this point.
- 2 **Approval of Minutes**
The committee is requested to approve the minutes of its ordinary meeting on 30 March 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 and Certification Fees 2017-18 - Ernst & Young LLP (Pages 1 - 4)**
To review the proposed audit and certification work that Ernst & Young LLP proposes to undertake in 2017-18 and the fees for this work.
- 7 **Audit Progress Report 2016-17 - Ernst & Young LLP**
To receive an oral update on progress against the Audit Plan 2016-17.
- 8 **Corporate Debt Recovery Policy and Write-Off Policy (Pages 5 - 19)**
To consider the updated Corporate Debt Recovery Policy and new Write-off Policy and recommend them to Cabinet for approval.
- 9 **Treasury Management 2016-17 Outturn Report (Pages 20 - 35)**
To consider the review of Treasury Management activity and performance for 2016-17 and to make any comments to Cabinet and to note the final Prudential Indicators for 2016-2017 to 2021-2022 as detailed in appendix 1 to the report.
- 10 **S106 and Community Infrastructure Levy (CIL) Annual Monitoring Report (Pages 36 - 40)**

To consider an annual report 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.

- 11 **Corporate Health & Safety and Business Continuity Management** (Pages 41 - 46)
To consider and note the Council's arrangements in place for monitoring and controlling the risks associated with health and safety and business continuity matters.
- 12 **Internal Audit Reports and Progress against the Audit Plan** (Pages 47 - 69)
To consider the two audit reports and to make any comments and to note progress against the audit plan.
- 13 **Appointments to Strategic Risk Group**
The committee is requested to consider and confirm the committee's three representatives on the Strategic Risk Group for the 2017-18 year. Current members are Mrs T Tull, Mr G Barrett and Mr G Hicks.
- 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 the Council** (Pages 70 - 73)
To consider 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 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.

