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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 2, East Pallant House on **Thursday 29 March 2018 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** (Pages 1 - 7)
The committee is requested to approve the minutes of its ordinary meeting on 25 January 2018.
- 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 **Terms of Reference of the committee** (Pages 8 - 9)
The committee is requested to consider and note its Terms of Reference as stated in the Council's Constitution.
- 7 **Audit Planning Report for year ending 31 March 2018 - EY** (Pages 10 - 44)
The committee is requested to consider and note Ernst & Young LLP's Audit Planning Report for the year ending 31 March 2018.
- 8 **Audit Committee Briefing - EY** (Pages 45 - 56)
The committee is requested to consider this briefing from Ernst & Young LLP.
- 9 **Internal Audit - Audit Plan Progress** (Pages 57 - 69)
The committee is requested to consider and note the Building & Facilities Service audit report, to note progress on the 2017-18 Audit Plan and to consider and comment on the Audit Plan for 2018-19.
- 10 **2017-18 Accounting Policies** (Pages 70 - 104)
The committee is requested to:

- (a) Consider this report and approve the council's current accounting policies at Appendix A as an appropriate basis to prepare the Council's 2017-18 financial statements.
 - (b) Approve the principles set out in this report to review and refocus financial disclosures for 2017-18 to improve readability and increase impact.
- 11 **Carry Forward Requests 2018** (Pages 105 - 107)
The committee is requested to consider and recommend to Cabinet the requests for budgets to be carried forward to 2018-19 totalling £90,000.
- 12 **Strategic and Operational Risks 2017-18** (Pages 108 - 153)
The committee is requested to:
 - a) Recommend to Cabinet and Council that the updated Risk Management Policy and Strategy be approved.
 - b) Note the current strategic risk register and the internal controls in place plus any associated action plans to manage those risks and to raise any issues or concerns.
 - c) Note both the high scoring programme board and organisational risks, the mitigation actions in place and to raise any issues or concerns.
- 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
- 14 **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).**
- 15 **Potential liabilities of the Council** (Pages 154 - 157)
The committee is requested to note the potential liabilities of the Council.

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.

