

JOHN WARD

Director of Corporate Services

Contact: Democratic Services on 01243 534685
Email: democraticservices@chichester.gov.ukEast Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk

A meeting of the **Corporate Governance & Audit Committee** will be held in Committee Room 2 - East Pallant House on **Thursday 24 October 2019 at 9.30 am**

MEMBERS: Dr K O'Kelly (Chairman), Mr T Johnson (Vice-Chairman), Miss H Barrie, Mr M Bell, Mr J Brown, Mr F Hobbs, Mr D Palmer 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 25 July 2019 (*copy to follow*).

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 noon 2 working days before the meeting is available [here](#) or from the Democratic Services Officer (whose contact details appear on the front page of this agenda).

6 Annual Audit Letter 2018-2019 (Pages 1 - 23)

The Committee is requested to consider and note the key issues arising from the work of the Council's external auditors on the 2018-2019 Accounts in the Annual Audit Letter from Ernst & Young LLP.

7 Financial Strategy & Plan 2020-2021 (Pages 25 - 36)

The Committee is requested to consider:

- The updated key financial principles in Appendix 1, which underpin the Council's aim to set balanced budgets without the use of reserves, except where necessary in the short term.
- In the short to medium term that the Council maintains a minimum level of reserves of £6.3m for general purposes;

8 2018-2019 Treasury Management Out-turn (Pages 37 - 49)

The Committee is requested to consider the 2018-2019 out-turn position of the treasury management activity and performance and provide comments to the Cabinet as necessary.

- 9 **Audit Reports, Progress Report - 2019-2020 Audit Plan** (Pages 51 - 65)
The committee is requested to note performance against 2019-2020 audit plan progress report.
- 10 **S106 Annual Exceptions Report** (Pages 67 - 116)
The Committee is requested to note the contents of this report concerning section 106 agreements nearing their expenditure date (as set out in Appendix 1) and to raise any concerns.
- 11 **Complaints, Freedom of Information Requests and Data Protection Analysis** (Pages 117 - 139)
The Committee is requested to consider:
- The revised complaints scheme – Appendix 1
 - A policy for the management of unreasonable complainant behaviour to support the revised complaints scheme and to follow best practice as per Local Government Ombudsman – Appendix 2
 - Making recommendations as to future monitoring arrangements to identify improvement where appropriate.
 - A call recording policy to support the complaints scheme and to comply with the GDPR – Appendix 3.
- 12 **Budget Review Task and Finish Group Terms of Reference** (Page 141)
The Committee is requested to note the terms of reference and scoping outline plan for the Budget Review Task and Finish Group and agree membership of the Group.
- 13 **Strategic Risk Update** (Pages 143 - 184)
The Committee is requested to note:
- The current strategic risk register and the internal controls in place, plus any associated action plans to manage those risks, and raises any issues or concerns
 - Bother the high scoring programme board and organisational risks, and the mitigation actions in place, and raises any issues or concerns.
- *Note** Exempt category Paragraph 4 (Information relating to the financial or business affairs of any particular person (including the authority holding that information))
- 14 **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 Committee and senior officers only (salmon paper).
- Agenda item 13 – Appendix 1b Strategic Risk Management Update – Information relating to cyber-attacks on the authority.
- Before discussing the item, the Committee is asked to consider whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Paragraph 3 Schedule 12A to the Local Government Act 1972 as indicated above and because, in all the circumstance of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.
- 15 **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 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](#) 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.