

JOHN WARD
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A meeting of the **Corporate Governance & Audit Committee** will be held Virtually on **Monday 22 March 2021 at 2.00 pm**

MEMBERS: Mr F Hobbs (Chairman), Dr K O'Kelly (Vice-Chairman), Miss H Barrie, Mr J Brown, Mr A Dignum, Mr T Johnson, 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** (Pages 1 - 3)
The committee is requested to approve the minutes of its ordinary meeting on 18 January 2021.
- 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 Year ended 21 March 2021 - EY** (Pages 5 - 30)
The Committee is requested to consider and note Ernst & Young LLP's Audit Planning Report for the year ending 31 March 2021.
- 7 **2020-21 Accounting Policies** (Pages 31 - 34)
The committee is requested to consider this report and approve the continued application of existing accounting policies in the preparation of the Council's 2020-21 financial statements
- 8 **Progress Report - Audit Plan 2020/2021** (Pages 35 - 71)
The committee is requested to note performance against the audit plan for 2020/21
- 9 **Budget Review Task and Finish Group Feedback**
The committee will receive an oral report on the outcomes from this review.
- 10 **Governance Review Task and Finish Group- Terms of Reference** (Pages 73 - 78)
 1. The committee are asked to agree the terms of reference for a Task and Finish group to review the Governance arrangements of the Council as attached at Appendix 1.

2. The committee are asked to appoint members to the Task and Finish group in accordance with the Terms of Reference.

11 **Exclusion of the Press and Public**

There are no restricted items for consideration.

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

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 Overview & Scrutiny 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.

NON-CORPORATE GOVERNANCE AND AUDIT COMMITTEE MEMBER COUNCILLORS SPEAKING AT THE MEETING

Standing Order 22.3 of Chichester District Council's Constitution provides that members of the Council may, with the Chairman's consent, speak at a committee meeting of which they are not a member, or temporarily sit and speak at the committee table on a particular item but shall then return to the public seating area.

The Chairman intends to apply this standing order at Overview and Scrutiny Committee meetings by requesting that members should *normally* seek the Chairman's consent in writing by email in advance of the meeting. They should do this by noon on the Friday before the Overview and Scrutiny Committee meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where the Chairman would therefore retain their discretion to allow the contribution without the aforesaid notice.