

JOHN WARD
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A meeting of the **Corporate Governance & Audit Committee** will be held Virtually on **Thursday 26 November 2020 at 2.00 pm**

MEMBERS: Dr K O'Kelly (Vice-Chairman), Mr T Johnson, Miss H Barrie, Mr J Brown, Mr A Dignum, Mr F Hobbs (Chairman), 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 - 7)
The committee is requested to approve the minutes of its meeting on 19 October 2020.
- 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 **Audit Results Report Year End 31 March 2020** (Pages 9 - 60)
The Corporate Governance and Audit Committee is requested to consider and note the attached report which summarises the external auditor's audit conclusion in relation to Chichester District Council's financial position and the results of operations for the year ended 31 March 2019.
- 7 **Statement of Accounts for 2019-2020** (Pages 61 - 150)
That the Committee consider and approve the audited Statement of Accounts shown in Appendix 2 for the financial year ended 31 March 2020, note the outturn position and authorise the Letter of Representation to be given to the Council's External Auditor.
- 8 **Financial Strategy and Plan 2021-22 to 2025-26** (Pages 151 - 180)
That the Committee considers and recommends to Cabinet:
 - 3.1 The key financial principles which underpin the financial management of the Council, and the 5 year Financial Strategy set out in appendix 1 to the agenda report.
 - 3.2 That the Council maintains a minimum level of reserves of £4m for general

purposes.

3.3 The updated Fees and Charging Policy.

That the Committee:

3.4 Notes the updated 5 year Financial Model in appendix 2 and the resources statement in appendix 3 to the agenda report.

9 **2019-2020 Annual Governance Statement and Corporate Governance Report** (Pages 181 - 204)

Consider the draft Annual Report on Corporate Governance at appendix 1, the Annual Governance Statement 2019-2020 (appendix 2), and Internal Audit and Corporate Investigations Annual Report 2019-2020 (appendix 3), and to recommend these to the Council for approval.

10 **Corporate Enforcement Agent Contracts** (Pages 205 - 207)

2.1 The Committee notes the Council have awarded new contracts to two Enforcement Agents (bailiffs) who collect unpaid debts on behalf of the Revenues and Benefits and Parking Services teams.

2.2 That Officers provide an update on these contracts to committee within two years from the beginning of the new contracts.

11 **Corporate Contract Procedure Rules** (Pages 209 - 229)

2.1 That the Committee considers and notes the updating of the Councils Contract Procedure Rules.

2.2 That the amended Contract Procedure Rules be recommended to Full Council.

12 **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 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) 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 8 – Appendix 08.2 – 5 Year Financial Model.

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.

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

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.

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 two working days before the Corporate Governance and Audit 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.