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A meeting of the **Corporate Governance & Audit Committee** will be held in the Committee Rooms, East Pallant House on **Monday 18 July 2022 at 2.00 pm**

MEMBERS: Mr F Hobbs (Chairman), Mr J Brown (Vice-Chairman), Miss H Barrie, Mr A Dignum, Mr T Johnson, Dr K O'Kelly, 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 - 6)
The Committee is requested to approve the minutes of the meeting held on 6 June 2022.
- 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**
Declarations 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 Democratic Services (contact details appear on the front page of this agenda).
- 6 **2021/2022 Treasury Management outturn report** (Pages 7 - 17)
The Committee is requested to consider the report and make the following recommendation:

That the Corporate Governance and Audit Committee is asked to consider this report and provide comments to Cabinet as necessary.
- 7 **Annual Health and Safety Report 2022** (Pages 19 - 26)
The Committee is requested to consider the report and make the following recommendation:

That the Committee considers and notes the Council's arrangements in place for monitoring and controlling the risks associated with health and safety and business continuity matters.

8 Fraud Prevention Report 2021/2022 (Pages 27 - 30)

The Committee is requested to consider the report and make the following recommendations:

- 1. That the Committee considers this report and the corporate approach to fighting fraud to ensure that they fulfil their stewardship role and protect the public purse.**
- 2. That the Committee notes that the Council will actively pursue potential frauds identified through ongoing investigations by the Corporate Investigations Team (CIT).**

9 Progress Report - Audit Plan for 2021/22 and for 2022/23 (Pages 31 - 40)

The Committee is requested to consider the report and its appendices and make the following recommendation:

That the Committee notes performance against the audit plans for 2021/22 and 2022/23.

10 2022 Constitution Update Report (Pages 41 - 43)

The Committee is requested to consider the report and make the following recommendation:

That the Corporate Governance Committee note changes to the Constitution carried out in the period 2021-2022.

11 Risk Management Update (Pages 45 - 94)

The Committee is requested to consider the report and its appendices and make the following recommendations:

- 1. That the Committee approves the changes to the Council's Risk Management Policy & Strategy as recommended by the Strategic Risk Group.**
- 2. That the Committee notes the updated Strategic Risk Register and the internal controls in place, plus any associated action plans to manage those risks, and raises any issues or concerns.**

Please note that Appendix 2b is a restricted part II document for members and senior officers.

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.

13 **Exclusion of the Press and Public**

The Committee is asked to consider in respect of the Appendix 2b for Agenda Item 11 and Agenda Item 13 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).**

14 **Report on potential liabilities of the Council (Pages 95 - 97)**

The Committee are requested to consider this Part 2 report and make the proposed recommendation as set out in section 3.1 of the report.

Notes

(1) The press and public may be excluded from the meeting during any item of business wherever 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) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at Chichester District Council - Minutes, agendas and reports unless they contain exempt information.

(3) Subject to Covid-19 Risk Assessments members of the public are advised of the following;

- a) Where public meetings are being held at East Pallant House in order to best manage the space available members of the public are in the first instance asked to listen to the meeting online via the council's committee pages.
- b) Where a member of the public has registered a question they will be invited to attend the meeting and will be allocated a seat in the public gallery.
- c) You are advised not to attend any face to face meeting if you have symptoms of Covid.

(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 intentions 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. [Standing Order 11.3 of Chichester District Council's Constitution]