

**JOHN WARD**  
Director of Corporate Services

Contact: Democratic Services  
Email: [democraticservices@chichester.gov.uk](mailto:democraticservices@chichester.gov.uk)

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
[www.chichester.gov.uk](http://www.chichester.gov.uk)



A meeting of the **Corporate Governance & Audit Committee** will be held in Virtual on **Monday 31 October 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**  
The committee is requested to approve the minutes of its ordinary meeting on 18 July 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**  
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 Plan for year ended 31 March 2022** (Pages 1 - 43)  
The Committee is requested to note the performance against the Audit Plan for year ended 31 March 2022.
- 7 **Progress Report - Update on Audit Plan 2022/2023** (Pages 45 - 50)  
That the committee notes performance against the audit plan for 2022/23 and audits proposed to be deferred to 2023/24/dropped.
- 8 **2022-2023 Treasury Management half-yearly Update** (Pages 51 - 66)  
The Committee is requested to consider the Treasury activity summarised in this report and provide comments to the Cabinet as necessary.
- 9 **Draft Treasury Management and Investment Strategy** (Pages 67 - 121)  
The Committee is requested to consider the report and its appendix and make the following resolutions:

1. **That the Committee considers the Treasury Management Policy**

- Statement, the Treasury Management Strategy Statement, the Investment Strategy, and relevant indicators for 2023/24; and,**
- 2. That the documents in 2.1 are recommended to Cabinet and Council for approval.**

10 **S106 and CIL Annual Monitoring Report (Pages 123 - 180)**

The Committee is requested to note:

- 1. The income and expenditure between 1 April 2021 and 31 March 2022 in respect of S106 contributions and from CIL; and**
- 2. The contents of the Infrastructure Funding Statement as set out in Appendix 1; and**
- 3. The information on S106 agreements within 2 years of the expenditure target date as set out in Appendix 2; and**
- 4. The details of non-financial S106 obligations set out in Appendix 3.**

11 **Complaints, Freedom of Information requests and Data Protection Analysis 2021-22 (Pages 181 - 221)**

The Committee is requested to note the contents of the report and its appendices.

12 **Debt Recovery Update and Write Off Annual Report 2021-22 (Pages 223 - 250)**

The Committee is requested to note the contents of the report together with the Write Off Report as shown in Appendix 1.

13 **Sickness Absence Report (Pages 251 - 261)**

The Committee is requested to note the findings of the report.

14 **Financial Strategy & Plan 2023-24 (Pages 263 - 299)**

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

- 1. That the Committee considers and recommends to Cabinet:**
  - a) The Key financial principles and actions which underpin the financial management of the Council, and the Financial Strategy set out in Appendix 1 Annex A to the agenda report**
  - b) That the Council maintains a Minimum Level of Reserves of £4m for general purposed.**
- 2. That the Committee:**
  - a) Notes the updated 5-year Financial Model in appendix 2 (Part 2) and the Resources Statement in appendix 3 to the agenda**
  - b) Nominates 3 members of the Committee to attend the Budget briefing Task and Finish Group.**

15 **Exclusion of the Press and Public**

The Committee is asked to consider in respect of Appendix 2 of the Financial Strategy & Plan 2023-24 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 Appendix dealt with under this part of the agenda is attached for members of the Corporate Governance & Audit Committee and senior officers only (salmon paper).**

16 **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.
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.