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A meeting of the **Corporate Governance & Audit Committee** will be held in Committee Rooms, East Pallant House on **Monday 17 July 2023 at 2.00 pm**

MEMBERS: Mr R Bates (Chairman), Mr T O'Kelly (Vice-Chairman), Mr I Ballantyne, Mr J Brown, Mr M Chilton, Ms M Corfield, Mr F Hobbs and Mr T Johnson

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 - 5)
The committee is requested to approve the minutes of its ordinary meeting on 27 March 2023.
- 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 **EY Audit Results Report 2021-2022** (Pages 7 - 52)
The Committee is asked to consider and note the Audit results report for the year ending 31 March 2022.
- 7 **Statement of Accounts for 2021-2022** (Pages 53 - 141)
Recommendation
 - 1.1. That the Committee consider and approve the Statement of Accounts shown in Appendix 1 for the financial year ended 31 March 2022 and note the outturn position.
 - 1.2. That delegated authority be given to the Director of Corporate Services in consultation with the Chairman of the Corporate Governance and Audit Committee, to:
 - a) approve any non-material changes to the 2021-22 Statement of Accounts that arise from the final external audit work, and

b) authorise the Letter of Management Representation to be given to the Council's External Auditor.

8 **2021-2022 Annual Governance Statement and Corporate Governance Report**
(Pages 143 - 175)
Recommendation

The Committee is requested to:

Consider the draft Annual Report on Corporate Governance at appendix 1, the Annual Governance Statement 2021-2022 (appendix 2), and Internal Audit and Corporate Investigations Annual Report 2021-2022 (appendix 3), and to recommend these to the Council for approval

9 **2022-23 Treasury Management outturn report** (Pages 177 - 190)
Recommendation

The Corporate Governance and Audit Committee is asked to consider this report and provide comments to Cabinet as necessary.

10 **Progress Report - Audit Plan for 2023/24** (Pages 191 - 198)
Recommendation

The Committee is requested to note performance against the audit plan for 2023/24.

11 **2023 Fraud Prevention Report** (Pages 199 - 203)
Recommendations

- 1.1. The committee is requested to consider this report and the corporate approach to fighting fraud to ensure that they fulfil their stewardship role and protect the public purse.
- 1.2. The committee notes that the Council will actively pursue potential frauds identified through ongoing investigations by the Corporate Investigations Team (CIT).

12 **Appointment to the Strategic Risk Group** (Page 205)
The Committee is requested note the terms of reference and agree three representatives to sit on the Strategic Risk Group.

13 **Establishment of a Budget Review Group** (Pages 207 - 212)
Recommendation

That the Corporate Governance & Audit Committee recommend to Cabinet the setting up of a Budget Review Group, and the Terms of Reference as set out in Appendix 1 of the report.

14 **Housing Benefit Subsidy Report 2020-2021** (Pages 213 - 215)
Recommendation

The committee is requested to consider the contents of this report, which summarises the final Housing Benefit subsidy position for year ending 31st March 2021.

15 **Annual Partnerships Report 2023** (Pages 217 - 253)
Recommendations

- 1.1. That the Annual Partnerships report be noted.
- 1.2. It is recommended that the partnerships annual report is an appropriate mechanism for ensuring our strategic partnerships have appropriate governance measures in place and should continue reporting to Corporate Governance and Audit committee on an annual basis.
- 1.3. It is recommended that the risk assessment template for partnerships is an appropriate document and should be completed by lead officers for partnerships.

16 **Annual Corporate Health & Safety and Business Continuity Management Report** (Pages 255 - 261)
Recommendation

The Committee is requested to consider and note the Council's arrangements in place for monitoring and controlling the risks associated with health and safety and business continuity matters.

17 **Housing Covenants Report** (Pages 263 - 264)
Recommendations

- 1.1 That the Committee recommends to full Council that the Director of Housing and Communities is authorised to consider and determine applications for release of s157 covenants in respect of previous Right to Buy properties and the conditions of any release.
- 1.2 That officers develop a policy on the matter to be brought forward in due course.

18 **Exclusion of the Press and Public**

The Committee is asked to consider in respect of the following item(s) 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).**

Or

There are no restricted items for consideration.

19 **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.