

JOHN WARD
Head of Finance and Governance Services

Contact: Mrs Bambi Jones on 01243 534685
Email: bjones@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 1, East Pallant House on **Tuesday 30 June 2015 at 2.00 pm**

MEMBERS: Mrs P Tull (Chairman), Mr G Hicks (Vice-Chairman), Mr G Barrett, Mr I Curbishley, Mr T Dempster, Mrs N Graves, Mrs P Hardwick, Mr F Hobbs, Mr P Jarvis and Mr S Morley

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 12 March 2015.
- 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 12:00 on Monday 29 June 2015 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **Audit Plan progress report 2014/15 and sector update** (Pages 4 - 24)
To note progress against the Audit Plan 2014/15 and to consider and note the sector update provided.
- 7 **Annual Audit and Certification Fees 2015/16** (Pages 25 - 27)
To review the proposed audit and certification work that Ernst & Young LLP proposes to undertake in 2015/16 and the fees for this work.
- 8 **Partnerships Annual Report** (Pages 28 - 52)
The committee is requested to note the Annual Partnerships report and to approve the changes to the Partnerships Guidance. The committee is also requested to agree that the Partnerships Annual Review is considered to be 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.
- 9 **Internal Audit: Audit Plan Progress** (Pages 53 - 65)
The committee is requested to consider and note the audit plan progress report.

- 10 **2014/15 Annual Governance Statement and Corporate Governance report**
(Pages 66 - 82)
The committee is required to report to Council each year on the effectiveness of the Council's corporate governance arrangements. The committee is therefore requested to consider this annual report and to recommend it to Council for approval.
- 11 **Budget Carry Forward Requests** (Pages 83 - 86)
To committee is requested to recommend that Cabinet approves the requests totalling £215,500 for budgets to be carried forward in 2015-16.
- 12 **S106 Annual Monitoring Report** (Pages 87 - 250)
To consider the annual report of S106 agreements, providing progress information to date. An update on consultation software and the current position with regard to implementation of the Community Infrastructure Levy is also included.
- 13 **Election of members to represent the committee on the Strategic Risk Group**
The Strategic Risk Group is set up with terms of reference 'to consider any strategic and operational risks (*to the Council*), the associated controls, management and any mitigation and to review previously identified strategic risks and give detailed consideration of any newly identified risks'. It meets at least twice a year and reports to this committee. Membership is three members of Cabinet, three members of the Corporate Governance & Audit Committee and the Strategic Leadership Team. Members are requested to agree the three representatives from this committee.
- 14 **Late items**
(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
- 15 **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).***
- 16 **Potential liabilities of outstanding litigation** (Pages 251 - 255)
To consider and note the attached 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 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 these contain exempt information.
3. 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)

4. Restrictions have been introduced on the distribution of paper copies of longer appendices to reports where those appendices are circulated separately from the agenda as follows:
 - 1) Members of the Corporate Governance & Audit Committee, the Cabinet and Senior Officers – receive paper copies including the appendices
 - 2) Other Members of the Council – Appendices may be viewed via the Members' Desktop and a paper copy will be available in the Members' Room at East Pallant House.

