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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 1 - EPH on **Tuesday 29 September 2015 at 9.30 am**

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 - 6)
The committee is requested to approve the minutes of its ordinary meeting on 30 June 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 entry at the end of this agenda.
- 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 the day before the meeting is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **Audit Results Report 2014/15 - Ernst & Young LLP** (Pages 7 - 46)
To consider and note the attached report which summarises the external auditor's audit conclusion in relation to the Council's financial position and results of operations for the year end 31 March 2015. To note the sector update provided.
- 7 **Statement of Accounts (Audited)**
To consider and adopt the audited Statement of Accounts for the year ended 31 March 2015 and to agree the Letter of Management Representation.

The report and appendices will be despatched separately to the agenda.
(Note: The appendices to this report will be circulated as separate documents to members of the committee and senior officers only. It may be viewed on the Council's website at <http://chichester.moderngov.co.uk/ieListDocuments.aspx?CId=130&MId=321&Ver=4>.)
- 8 **Regulation of Investigatory Powers Act (RIPA) Policy** (Pages 47 - 76)

The committee is requested to recommend the Regulation of Investigatory Powers (RIPA) Policy and delegations in Appendix 1 to Cabinet for adoption.

The committee is also requested to agree that the monitoring officer report to this committee annually in the autumn on the use of surveillance, surveillance procedural change and on RIPA training for staff.

9 **Formal Complaints, FOI requests and subject access analysis 2014/15**
(Pages 77 - 91)

To consider and note this annual report and to make any appropriate recommendations as to future monitoring arrangements to identify business improvement.

10 **Fraud prevention report 2014/15** (Pages 92 - 94)

The Committee is requested to consider the report and proposals to adopt a corporate approach to fighting fraud, to ensure that it fulfils its stewardship role and protects the public purse, and note that potential frauds that the council has identified through participation in the National Fraud Initiative (NFI) are actively pursued.

11 **Internal Audit - Audit Plan Progress** (Pages 95 - 112)

The committee is requested to consider and note the audit plan progress report.

12 **Exclusion of the Press and Public**

There are no restricted items for consideration.

13 **Late items**

Consideration of 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 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.