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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 1 - EPH on **Tuesday 19 January 2016 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 - 9)
The committee is requested to approve the minutes of its ordinary meeting on 24 November 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 18 January 2016 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **New Value for Money Conclusion Guidance for 2015-16** (Pages 10 - 16)
Members will receive a presentation on the requirements of the Value for Money Code of Audit Practice 2015.
- 7 **Audit Progress Report** (Pages 17 - 26)
The committee is requested to consider and note this report.
- 8 **Implementation of CIL including Revised S106 and CIL Protocol** (Pages 27 - 42)
The committee is requested to endorse the Section 106 and CIL Protocol and to note the planned actions to ensure the successful implementation of CIL on 1 February 2016 following its adoption by Council.
- 9 **Budget Task and Finish Group feedback**
Mrs P Tull, a member of the Budget Task and Finish Group, will provide an oral report on the outcomes of this review.

- 10 **Internal Audit - Audit Plan Progress** (Pages 43 - 72)
The committee is requested to consider and note the Audit Reports and Audit Plan progress report.
- 11 **Exclusion of the Press and Public**
There are no restricted items for consideration.
- 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

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 unless these contain exempt information.
3. 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:
 - a) Members of the Corporate Governance & Audit Committee, the Cabinet and Senior Officers – receive paper copies including the appendices
 - b) Other Members of the Council – Appendices may be viewed on the Council’s website.
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)