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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 1 - EPH on **Tuesday 24 November 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 - 5)  
The committee is requested to approve the minutes of its ordinary meeting on 29 September 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 Tuesday 23 November 2015 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **Annual Audit Letter 2014/15 - Ernst & Young LLP** (Pages 6 - 17)  
Further to minute 21 of 29 September 2015 to consider and note the key issues arising from the work of the Council's external auditors on the 2014/15 Accounts.
- 7 **Audit Plan 2015/16 Progress Report - Ernst & Young**  
An oral report on progress against the Audit Plan 2015/16 will be provided by Ernst & Young LLP.
- 8 **Financial Strategy and Plan 2016/17** (Pages 18 - 34)  
The committee is asked to consider the attached report and to make recommendations to Cabinet on the Council's five year financial strategy.
- 9 **Treasury Management Strategy 2016/17** (Pages 35 - 55)  
That the committee considers the Treasury Management Policy Statement, the Treasury Management Strategy Statement, the Minimum Revenue Provision Policy Statement and the Investment Strategy for 2016-17 and recommends these to Cabinet and Council for approval.

- 10     **Strategic and Organisational Risk Registers 2015 update** (Pages 56 - 79)  
The committee is requested to note a) the current strategic risk register and the internal controls in place plus any associated action plans to manage those risks and b) the high scoring organisational risks and the mitigation actions in place, and to raise any issues or concerns.
- 11     **Protocol on Investment Opportunities Reserve** (Pages 80 - 93)  
The committee is requested to consider the Investment Strategy described in this report (including the Land & Property Sub-Strategy at Appendix 1) and to recommend it to Cabinet for adoption.
- 12     **S106 exceptions report and update on the implementation of the Community Infrastructure Levy (CIL)** (Pages 94 - 106)  
The Committee is requested a) to note the contents of this report concerning section 106 agreements nearing their expenditure date and to raise any concerns, and b) to note progress with the implementation of CIL.
- 13     **Public Interest Disclosures (Whistleblowing) Policy** (Pages 107 - 115)  
Further to minute 223 of 22 January 2015 the committee is requested to consider the Public Interest Disclosures (Whistleblowing) Policy and to recommend it to Cabinet for approval.
- 14     **Corporate Health & Safety and Business Continuity Management** (Pages 116 - 121)  
The committee is requested to consider and note this report which provides details of the progress and current position of the Council's Business Continuity (BC) management arrangements and details of the Council's performance in relation to the health, safety and welfare of its staff and anybody else affected by its undertaking.
- 15     **Internal Audit - Audit Plan Progress** (Pages 122 - 143)  
The committee is requested to consider and note the Audit Reports and Audit Plan Progress report.
- 16     **Budget Review Task and Finish Group** (Page 144)  
To consider and agree the Terms of Reference for this review and to nominate three members to contribute to this review.
- 17     **Exclusion of the Press and Public**  
There are no restricted items for consideration, however the document listed below includes information which is considered to be exempt under Paragraph 3 of Schedule 12A of the Local Government Act 1972 and is **attached for members of the Corporate Governance & Audit Committee and senior officers only (salmon paper)**.

## **10. Strategic & Organisational Risk Registers 2015 Update**

### **Appendix 2 – Strategic Risk Register**

#### **18     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)