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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 2, East Pallant House on **Thursday 24 November 2016 at 9.30 am**

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

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 2016.
- 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 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 **Annual Audit letter 2015-16** (Pages 6 - 26)
Further to minute 86 of 29 September 2016 to consider and note the key issues arising from the work of the Council's external auditors on the 2015-16 Accounts in the Annual Audit Letter from Ernst & Young LLP.
- 7 **Audit Progress Report 2016-17**
An oral report will be provided by Ernst & Young LLP on progress against the 2016-17 audit.
- 8 **Internal Audit - 2016-17 Audit Plan Progress** (Pages 27 - 42)
The committee is requested to consider and comment on the audit report and to note progress against the 2016-17 Audit Plan. The audit report at Appendix 2 is confidential* and is available to members of the committee and relevant officers only.

*Note Exempt category Para 3: Information relating to the financial or business

affairs of any particular person (including the authority holding that information)

9 **Financial Strategy and Plan 2017-18** (Pages 43 - 51)

The committee is asked to consider the attached report and to make recommendations to Cabinet on the Council's five year financial strategy.

10 **Treasury Management 2016-17 Mid-Year Progress Report** (Pages 52 - 59)

The committee is requested to consider the Council's treasury management mid-year progress report for the period 1 April 2016 to 30 September 2016.

11 **Strategic and Operational Risks 2016-17** (Pages 60 - 91)

The committee is requested to consider the agenda report and its appendices and to note the current strategic risk register, the current high scoring programme board and organisational risks, the plans and mitigation actions in place and to raise any issues or concerns. Appendix 1b is confidential* and is available to members of the committee and relevant officers only.

***Note** Exempt category Para 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

12 **S106 exceptions report 2016** (Pages 92 - 111)

The Committee is requested to note the contents of this report concerning section 106 agreements nearing their expenditure date (as set out in Appendix 1) and to raise any concerns.

13 **Corporate Health & Safety and Business Continuity - Progress Update**
(Pages 112 - 117)

The committee is requested to consider this report which provides details of progress and current position of the Council's corporate health and safety and business continuity (BC) management arrangements and to raise any issues of concern.

14 **Budget Task and Finish Group - 2016 review** (Page 118)

To consider and agree the Terms of Reference for this review and to nominate three members to contribute to this review.

15 **Exclusion of the Press and Public**

There are no restricted items for consideration. However, the documents listed below include information which is considered to be exempt under Paragraph 3 of Schedule 12A of the Local Government Act 1972 and **are attached for members of the committee and senior officers only (salmon paper)**.

8. **Internal Audit – 2016-17 Audit Plan Progress**

Appendix 2 – Car Parks G4S Income Audit Report

11. **2016-17 Strategic and Operational Risks**

Appendix 1b – Information relating to cyber-attacks to the authority.

Before discussing the item, the committee is asked to consider whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Paragraph 3 of Schedule 12A to the *Local Government Act 1972* as indicated above 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.

16 **Late items**

The committee will consider any late items as follows:

- (1) Items added to the agenda papers and made available for public inspection
- (2) 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 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). Other members may request a copy of the supplementary information or a copy is available in the Members’ Room, East Pallant House.
 - b) The press and public may view this information on the Council’s website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
4. The open proceedings of this meeting will be audio recorded and the recording will be held for one year by the town council. A copy of the recording will also be retained in accordance with the council’s information and data policies. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. By entering the committee room they are also consenting to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please contact the contact for this meeting at the front of this agenda.
5. 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)

