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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 2, East Pallant House on **Thursday 23 November 2017 at 9.30 am**

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

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 28 September 2017.
- 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 12:00pm the day before the meeting is available [here](#) or from the Democratic Services Officer (whose contact details appear on the front page of this agenda).
- 6 **Annual Audit Letter 2016-17 - Ernst & Young LLP** (Pages 10 - 30)
Further to minute 147 of 28 September 2017 the committee is requested to consider and note the key issues arising from the work of the council's external auditors on the 2016-17 Accounts in the Annual Audit Letter from Ernst & Young LLP.
- 7 **Audit Progress Report 2017-18**
An oral report will be provided by Ernst & Young LLP on progress against the 2017-18 audit.
- 8 **Financial Strategy and Plan 2018-19** (Pages 31 - 48)
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 2017-18 Mid-Year Update** (Pages 49 - 59)
The committee is requested to consider this 2017-18 mid-year review of treasury management activity and performance and to provide comments to Cabinet as necessary.

- 10 **Strategic and Operational Risks 2017-18** (Pages 60 - 82)
The committee is requested to note the current strategic risk register, the high scoring programme board and organisational risks, the internal controls and mitigation actions in place to manage those risks 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)
- 11 **S106 Exceptions Report** (Pages 83 - 108)
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.
- 12 **Internal Audit - 2017-18 Audit Plan Progress** (Pages 109 - 112)
The committee is requested to consider and note the audit plan progress report.
- 13 **Budget Review 2017** (Page 113)
The committee is requested to consider and agree the Terms of Reference for this review and to nominate three members to contribute to this review.
- 14 **Exclusion of the Press and Public**
There are no restricted items for consideration. However, the document 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).

Agenda item 10 – Appendix 1b Strategic Risk Register Update - Information relating to cyber-attacks on 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.

- 15 **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 where 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. 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).

- b) The press and public may view this information on the council's website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
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 intention 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.

