

# Chichester District Council

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE 12 March 2015**

## **Corporate Governance and Audit Committee Work Programme 2015/16**

### **1. Contacts**

Tricia Tull - Chairman of the Overview and Scrutiny Committee  
Telephone: 01243 641439  
E-mail: [ttull@chichester.gov.uk](mailto:ttull@chichester.gov.uk)

Bambi Jones – Principal Scrutiny Officer  
Telephone: 01243 534685  
E-mail: [bjones@chichester.gov.uk](mailto:bjones@chichester.gov.uk)

### **2. Recommendation**

**The committee is requested to consider and agree its work programme for 2015/16.**

### **3. Background**

3.1 Each year the Corporate Governance and Audit Committee prepares its work programme identifying the issues it will consider throughout the year.

3.2 At its meeting in March 2012 the committee agreed the following principles:

- To meet five times a year, with the following cycle: June/July, September, November, January and late March/early April
- Routine reports, primarily for information or endorsement, would be drawn to members' attention between meetings, via the Members' Bulletin Board or alternative means. If members had no comment or their questions had been satisfactorily answered, the report would if necessary be submitted to the next meeting for endorsement without discussion. However, if a member was dissatisfied with the response to a question or felt the topic deserved discussion, it would be submitted to the next meeting for debate.
- Task and Finish Groups can be used to take an issue off-line for deeper consultation and report back with recommendations.
- Where major documents (such as Treasury Management) are brought to the committee for approval, highlighting or underlining should be used to identify changes from previously approved versions.
- Reports should be shorter and more use should be made of executive summaries.

- 3.3 Following the September 2014 meeting it was agreed that in future high/medium priority internal audit reports would be included with the agenda and that low priority audit reports would be emailed to members for information.

### Developing a work programme

- 4.1 The 2015/16 work programme has been developed in consultation with the Council's external auditor and with Internal Audit Officers and taking into account suggestions for future focus discussed by the committee during the year.
- 4.2 The Business Routeing Panel will meet on 10 March 2015 to discuss the council's full work plan and suggest further member involvement in issues. Members will be updated of the outcomes from this meeting and any further work plan items to be added.
- 4.3 Members are requested to consider this work programme and to make comments or suggestions as appropriate.

### 5. Implications

#### Are there any implications for the following?

	Yes	No
<b>Crime &amp; Disorder:</b>		X
<b>Climate Change:</b>		X
<b>Human Rights and Equality Impact:</b>		X
<b>Safeguarding</b>		X
<b>Other (Please specify):</b> eg Biodiversity		X

### 6. Appendices

Appendix 1 – Draft Work Programme 2015/16

### 7. Background Papers

None