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Committee Manager Carley Lavender (Ext 37547)

11 November 2020

## **AUDIT & GOVERNANCE COMMITTEE**

A meeting of the Audit & Governance Committee will be held virtually on Thursday 19 November 2020 **at 6.00 pm** and you are requested to attend.

Members: Councillors Mrs Erskine (Chairman), Mrs Haywood (Vice-Chair), Bennett, Bicknell, Bower, Brooks, Clayden, Roberts, Ms Thurston and Tilbrook

***PLEASE NOTE:*** *This meeting will be a 'virtual' meeting and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least 24 hours before the meeting.*

*Different meeting arrangements are in place for the period running from 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual' meetings.*

*This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>*

*For further information on the items to be discussed, please contact: [committees@arun.gov.uk](mailto:committees@arun.gov.uk)*

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officer should make their declaration by stating:

- a) the application they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest
- d) if it is a prejudicial or pecuniary interest, whether they will be exercising their right to speak to the application

3. MINUTES (Pages 1 - 8)  
To approve as a correct record of the Minutes of the meeting of the Audit & Governance Committee held on 30 July 2020.
4. ITEMS ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCE
5. INDEPENDENT MEMBERS' REMUNERATION PANEL - REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCES FOR 2021 (Pages 9 - 26)  
Attached is a covering report from the Chief Executive outlining the review undertaken by the Independent Remuneration Panel of Members Allowances. The panels review is also attached, and this will be presented by Mr John Thompson MBE the Chairman of the Panel. The remaining members of the Panel will also be in attendance to answer any questions that members may have.
6. ERNST & YOUNG - AUDIT RESULTS REPORT (Pages 27 - 78)  
This report will be presented by Jason Jones from Ernst & Young LLP.
7. STATEMENT OF ACCOUNTS 2019/20 (Pages 79 - 206)  
This report will be presented by the Financial Services Manager, Carolin Martlew.
8. ANNUAL GOVERNANCE STATEMENT 2019/20 (Pages 207 - 234)  
The attached reports will be presented by the Internal Audit Manager, Stephen Pearse.
9. TREASURY MANAGEMENT MID-YEAR REPORT (Pages 235 - 254)  
This report will be presented by the Senior Accountant, Sian Southerton.

10. DATA PROTECTION BREACH OVERVIEW (Pages 255 - 260)

This report will be presented by Nicholas Bennett, Monitoring Officer & Data Protection Officer.

11. PROGRESS AGAINST THE AUDIT PLAN (Pages 261 - 264)

The attached update will be presented by the Internal Audit Manager, Stephen Pearse.

12. INFORMATION / ADVISORY DOCUMENTS RECEIVED

The Cabinet Office published a report in July 2020 on the results of the most recent National Fraud Initiative:

<https://www.gov.uk/government/publications/national-fraud-initiative-reports>

13. WORK PLAN REVIEW 2020/21 (Pages 265 - 270)

The Internal Audit Manager will update the Committee on any changes to the rolling Work Plan for 2020/21.

Note : Reports are attached for all Members of the Committee only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [Filming Policy](#)