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04 November 2021

## **AUDIT & GOVERNANCE COMMITTEE**

A meeting of the Audit & Governance Committee will be held in the **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 16 November 2021 at 10.00 am** and you are requested to attend.

Members: Councillors Clayden (Chair), Chapman (Vice-Chair), Bennett, Chace, Goodheart, Haywood, Northeast, Oliver-Redgate, Oppler, Staniforth and Tilbrook

**PLEASE NOTE:** Subject to Covid-19 Risk Assessments members of the public are advised of the following:

Where public meetings are being held at the Arun Civic Centre, in order to best manage safe space available, members of the public are in the first instance asked to watch the meeting online via the Council's Committee pages – the meeting will be available to watch live via the internet [here](#).

- a) Where a member of the public has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer. There will be limited public access to this meeting and admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available for per person.
- b) It is recommended that all those attending take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings and maintain safe distancing when in the building/meeting room.
- d) Members of the public must not attend any face to face meeting if they or a member of their household have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by **5.15 pm on Monday 8 November** in line with current Procedure Rules. It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered. Permitted questions will be read out by an Officer.

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 invited 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 Officers should make their declaration by stating:

- a) the item that they the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest

### **3. MINUTES**

(Pages 1 - 4)

The Committee will be asked to approve as a correct record the Minutes of the Audit & Governance Committee held on 07 October 2021.

### **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. PUBLIC QUESTION TIME**

To receive questions from the public (for a period of up to 15 minutes)

### **6. AUDIT FEES 2019/20 UPDATE**

(Pages 5 - 16)

Each year the Council is advised of the anticipated external audit fees set by the designated appointing body.

At its meetings of February and July 2021 the Committee was

advised of a significant fee increase notified to the Council by its external auditors. The increase would need to be agreed by the commissioning body – Public Sector Audit Appointments Ltd (PSAA) and members requested that letters be sent to PSAA to express the concerns of the Committee.

[15 Minutes]

7. ARRANGEMENTS FOR APPOINTMENT OF EXTERNAL AUDITOR (Pages 17 - 22)

This report presents the options for the future arrangements for the appointment of external auditors with effect from the 2023/24 financial year, in accordance with the relevant legislation, for a decision to be taken by Full Council. The current contract procured through Public Sector Audit Appointments Ltd (PSAA Ltd), undertaken by Ernst & Young LLP is due to end and the Council must consider its options and make a decision on its future arrangements.

[10 Minutes]

8. TREASURY MANAGEMENT MID-YEAR REPORT 2021/22 (Pages 23 - 44)

This mid-year report has been prepared in compliance with the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management and covers the activities to 30<sup>th</sup> September 2021. It enables the Audit and Governance Committee to scrutinise the report prior to making comment to Full Council.

[10 Minutes]

9. ARUN DISTRICT COUNCIL PARTNERSHIPS REGISTER (Pages 45 - 54)

This paper sets out progress on a register of partnerships for Arun District Council and makes recommendations on how this should go forward.

[15 Minutes]

10. UPDATED RISK MANAGEMENT POLICY STATEMENT AND STRATEGY (Pages 55 - 78)

The Council's Risk Management Policy Statement & Strategy has been reviewed and some minor changes made to reflect the change to the Committee system of governance at the Council

[10 Minutes]

11. UPDATED STRATEGIC RISK REGISTER 2021/22 (Pages 79 - 106)

The Council's Strategic Risk Register has been reviewed and revised to reflect changes since its last update in July 2020.

[20 Minutes]

12. PROGRESS AGAINST THE AUDIT PLAN

(Pages 107 -  
112)

Each year Internal Audit undertakes its work against an annual audit plan, as approved by the Audit & Governance Committee prior to the start of the financial year

The Committee is required to oversee the provision of an adequate and effective internal audit service.  
[5 Minutes]

13. WORK PROGRAMME

(Pages 113 -  
118)

The Committee is required to note the Work Programme for 2021/22.  
[5 Minutes]

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and 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](#)