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14 July 2023

AUDIT & GOVERNANCE COMMITTEE

A meeting of the Audit & Governance Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 25 July 2023 at 6.00 pm** and you are requested to attend.

Members: Councillors Walsh (Chair), O'Neill (Vice-Chair), P. Bower, Goodheart, Haywood, Jones, May, Oppler, Purser, Turner and Wallsgrove

PLEASE NOTE: Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's [Committee webpages](#).

1. Where a member of the public wishes to attend the meeting or 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, but of course can attend the meeting in person.
2. We request members of the public do not attend any face to face meeting if they 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 by 5.15 pm on **Tuesday 18 July 2023** in line with current Committee Meeting Procedure Rules.

For further information on the items to be discussed, please contact Committees@arun.gov.uk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declaration 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 items or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

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

3. MINUTES

(Pages 1 - 12)

The Committee will be asked to approve as a correct record the Minutes of the Audit & Governance Committee held on 28 February 2023.

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. START TIMES

The Committee is required to agree its start times for meetings for the year 2023/24.

(Pages 13 - 18)

7. MEMBERS' ALLOWANCES SCHEME – PROGRESSING THE NEXT REVIEW

Now that the Committee system has been in place for some time, since May 2021, it is timely to undertake a review of all allowances, and because the last full review was undertaken in July 2019.

It is also timely to undertake this review following the District Elections held on 4 May 2023.

[5 Minutes]

8. ANNUAL GOVERNANCE STATEMENT 2022/23 AND CODE OF CORPORATE GOVERNANCE (Pages 19 - 56)

This report presents the draft Annual Governance Statement for 2022/23 which is required to accompany the unaudited Annual Accounts

[20 Minutes]

9. COUNTER-FRAUD REPORT 2022/23 (Pages 57 - 72)

The Audit & Governance Committee is the designated body for oversight of the Council's anti-fraud culture.

As part of its agreed workplan, an annual report on counter-fraud activity is presented to update the Committee.

[10 Minutes]

10. TREASURY MANAGEMENT ANNUAL REPORT 2022/23 (Pages 73 - 98)

During 2022/23, the Council complied with its legislative and regulatory requirements. Including confirmation that the authorised limit was not breached. The actual prudential and treasury indicators are to be found in the body of this report and in appendix 1.

[25 Minutes]

11. INTERNAL AUDIT ANNUAL REPORT & OPINION 2022/23 (Pages 99 - 128)

The Annual Internal Audit Report & Opinion provides a summary of audit work undertaken during the year (2022-23) to obtain all information and explanations considered necessary to provide sufficient assurance that the control environment is both reasonable and effective. Whilst no assurance can ever be absolute, on the basis of audit work

completed, it is the Chief Internal Auditor's opinion that the Council's framework of governance, risk management and control is 'reasonable'.
[15 Minutes]

12. CORPORATE RISK REGISTER UPDATE

(Pages 129 -
190)

The Corporate Risk Register is reviewed and updated in line with the requirements of the Council's Risk Management Framework.

Quarterly updates reflecting revisions are reported to the Audit and Governance Committee, this report highlights the changes since the last update.

It is proposed that the Committee considers and notes the revised Corporate Risk Register.
[20 Minutes]

13. WORK PROGRAMME

(Pages 191 -
194)

The Committee is required to note the Work Programme for 2023/24.
[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](#)