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24 September 2024

AUDIT AND GOVERNANCE COMMITTEE

A meeting of the Audit and Governance Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 3 October 2024 at 6.00 pm** and you are requested to attend.

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

PLEASE NOTE:

A live webcast of the meeting will be available via the Council's [Committee webpages](#).

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 **Thursday 26 September 2024** 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 - 10)

The Committee will be asked to approve as a correct record the Minutes of the Audit & Governance Committee held on 16 July 2024.

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. EXTERNAL AUDIT UPDATE REPORT

(Pages 11 - 18)

The External Audit Update Report will be presented to Members of the Audit & Governance Committee by representatives from Ernst & Young LLP.
[10 Minutes]

7. INTERNAL AUDIT PROGRESS REPORT JULY 2024

(Pages 19 - 32)

The report outlines the progress of the Council's Internal Audit service against the approved Internal Audit Plan for 2024/25 from 1 April 2024.
[10 Minutes]

8. CORPORATE RISK REGISTER UPDATE

(Pages 33 - 84)

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]

9. TREASURY MANAGEMENT – QUARTER 1 REPORT 2024/25 (Pages 85 - 100)

The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management 2021 recommends that Members be updated on treasury management activities at least quarterly. The 2024/25 Treasury Management Strategy states this report will go to the Audit and Governance Committee around September time. This report, therefore, ensures this Council is implementing best practice in accordance with the Code.

During the first quarter to 30 June 2024, the Council complied with its legislative and regulatory requirements, including confirmation that the authorised limit was not breached.
[20 Minutes]

10. UPDATED ANTI-MONEY LAUNDERING POLICY (Pages 101 - 122)

The Policy provides guidance and introduces safeguards to help staff identify and report instances where money laundering is suspected, and sets out the procedures which must be followed to enable employees to comply with their legal obligations.
[10 Minutes]

11. UPDATED ANTI-FRAUD, CORRUPTION & BRIBERY POLICY (Pages 123 - 170)

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

The Policy sets out Arun District Council's position in relation to fraud, theft, corruption and bribery. This includes the roles and responsibilities of employees and other parties involved in the running of the Council's operations and its approach to the detection and investigation of incidents of fraud or corruption.
[10 Minutes]

12. REGULATION OF INVESTIGATORY POWERS ACT (RIPA) - REVIEW OF POLICY AND PROCEDURES (Pages 171 - 220)

The Regulation of Investigatory Powers Act 2000 (RIPA) governs the acquisition and disclosure of communications data and the use of covert surveillance by local authorities.

The Council must have in place a policy governing its use of RIPA powers, and a set of procedures detailing how officers will implement its policy as part of investigations.

[15 Minutes]

13. WORK PROGRAMME (Pages 221 - 224)

The Committee is required to note the Work Programme for 2024/25.

[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](#)