

# **Audit and Governance Committee**

## **Agenda**

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**Date:** Thursday, 17th March, 2016  
**Time:** 2.00 pm  
**Venue:** Committee Suite 1,2 & 3, Westfields, Middlewich Road,  
Sandbach CW11 1HZ

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the body in question.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

It is not required to give notice of the intention to make use of public speaking provision, however, as a matter of courtesy, a period of 24 hours notice is encouraged.

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For requests for further information

**Contact:** Cherry Foreman

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4. **Minutes of Previous meetings** (Pages 1 - 10)  
To approve as a correct record the minutes of the meetings held on 10 December 2015 and 18 February 2016.
5. **Informing the External Risk Assessment for Cheshire East Council** (Pages 11 - 44)  
To consider Management's response to questions posed by the External Auditor.
6. **External Audit Plan 2015/16** (Pages 45 - 70)  
To receive and comment on the External Audit Plan for 2015/16.
7. **Internal Audit Interim Report 2015/16** (Pages 71 - 84)  
To consider a summary of Internal Audit work undertaken between October and December 2015.
8. **Summary Internal Audit Plan 2016/17** (Pages 85 - 102)  
To approve the summary Internal Audit Plan for 2016/17.
9. **Members Code of Conduct - Standards Report** (Pages 103 - 108)  
To note the numbers and outcomes of complaints under the Code of Conduct for Members between 1 September 2015 and the end of February 2016.
10. **Performance Management Arrangements**  
To receive a presentation on the arrangements and controls in place to prepare, manage, and report on the Council's budget and medium term financial strategy.
11. **Compliance with Data Protection Act 1998, Freedom of Information Act 2000, and Environmental Information Regulations 2004** (Pages 109 - 116)  
To consider an update on Cheshire East Council's performance in its obligations under the Data Protection Act (1988), and the Freedom of Information Act (2000), including the Environmental Information Regulations during 2015/16.

12. **Compliance with RIPA 2000** (Pages 117 - 120)

To consider an update on how the Council has complied with the RIPA legislation during 2015/16.

13. **Anti Fraud and Corruption Policy** (Pages 121 - 136)

To consider a new Anti-Fraud and Corruption Policy, and an update on work to counter the threat of fraud and corruption.

14. **Cheshire East Email and Archiving Arrangements**

To receive a presentation on the Council's development of best practice email and archiving management arrangements.

15. **Managing Complaints Upheld by the Local Government Ombudsman**

To receive a presentation on the process for the review and administration of Local Government Ombudsman reports during 2015/16.

16. **Arrangements for the Forward Plan for the Council's Key Decisions**

To receive a presentation on the Council's commitment to open government and proposed arrangements to encourage residents to have their say on the decisions that affect them, their families and the community as a whole.

17. **Work Plan 2016** (Pages 137 - 150)

To consider the Work Plan and any amendments needed.

18. **Waivers and Non Adherences** (Pages 151 - 156)

To update the Committee on the quantity and reasons for Waiver and Non Adherences (WARNs) which have been approved since 10 December 2015.

19. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

**PART 2 – MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT**

20. **Waivers and Record of Non Adherence Notifications**

To present, at the meeting, the approved WARNs issued since 10 December 2015 for review.