

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 03450 450 500  
f: 01954 713149  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



13 October 2016

To: Chairman – Councillor Andrew Fraser  
Members of the Audit and Corporate Governance Committee – Councillors  
John Batchelor, Grenville Chamberlain, Simon Crocker, Christopher Cross,  
Roger Hall, Douglas de Lacey, Tony Orgee and John Williams

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **AUDIT AND CORPORATE GOVERNANCE COMMITTEE**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **FRIDAY, 21 OCTOBER 2016 at 9.30 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.**

| AGENDA               |   | PAGES  |
|----------------------|---|--------|
| 1.                   | <b>Apologies for Absence</b><br>To receive Apologies for Absence from Committee members.                              |        |
| 2.                   | <b>Declarations of Interest</b>   |        |
| 3.                   | <b>Appointment of Vice-Chairman</b>   |        |
| 4.                   | <b>Minutes of Previous Meeting</b><br>To confirm the minutes of the meeting held on 24 June 2016 as a correct record. | 1 - 4  |
| <b>AUDIT REPORTS</b> |   |        |
| 5.                   | <b>Internal Audit - Progress Report</b>   | 5 - 12 |
| 6.                   | <b>External Audit Results 2015-16 - Report to follow</b>  |        |

## **DECISION ITEMS**

- |           |  |                |
|-----------|--|----------------|
| <b>7.</b> | <b>Review of Statement of Accounts - Report to Follow</b>  |                |
| <b>8.</b> | <b>Letter of Representation - Letter to follow</b><br>To endorse the draft letter of representation. |                |
| <b>9.</b> | <b>Annual Governance Statement</b>   | <b>13 - 38</b> |

## **RECOMMENDED TO COUNCIL**

- |            |  |                |
|------------|--|----------------|
| <b>10.</b> | <b>Appointment Person Arrangements for the Appointment of the External Auditor</b> | <b>39 - 42</b> |
|------------|--|----------------|

## **INFORMATION ITEMS**

- |            |   |                |
|------------|---|----------------|
| <b>11.</b> | <b>Ombudsman Letter</b><br>Attached are the following documents: <ul style="list-style-type: none"><li>• The 2015/16 annual letter</li><li>• A spreadsheet providing more information on the complaints and enquiries received in the period</li><li>• A spreadsheet providing more information on the decisions made in the period</li></ul> | <b>43 - 50</b> |
| <b>12.</b> | <b>Treasury Management Annual Report - Report to Follow</b>   |                |
| <b>13.</b> | <b>Matters of Topical Interest</b>  |                |
| <b>14.</b> | <b>Committee's Work Programme</b>   | <b>51 - 52</b> |
| <b>15.</b> | <b>Date of Next Meeting</b><br>Members are asked to bring their diaries. It is suggested that a meeting in December is not required and the next meeting of the Committee should be held on: <ul style="list-style-type: none"><li>• Friday 31 March at 9:30am.</li></ul>   |                |

### **OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

### **OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

Public toilets are available on each floor of the building next to the lifts.

#### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.