

## Notice of Meeting

# Audit & Governance Committee

**Date & time**

Friday, 22 May 2020  
at 10.30 am

**Place**

Remote Meeting

**Contact**

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**Chief Executive**

Joanna Killian

We're on Twitter:  
[@SCCdemocracy](https://twitter.com/SCCdemocracy)

Please note that due to the Covid-19 situation this meeting will take place remotely. Please be aware that a link to view a live recording of the meeting will be available on the Audit and Governance Committee page on the Surrey County Council website. This page can be accessed by following the link below:

<https://mycouncil.surreycc.gov.uk/ieListMeetings.aspx?CId=168&Year=0>

**Members**

Mr David Harmer (Chairman), Mr Keith Witham (Vice-Chairman), Mr Edward Hawkins, Dr Peter Szanto, Mr Stephen Spence and Mr Stephen Cooksey

**Ex Officio:**

Mr Tim Oliver (Leader of the Council), Mr Colin Kemp (Deputy Leader), Mr Tony Samuels (Chairman of the Council) and Mrs Helyn Clack (Vice-Chairman of the Council)

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

### **2 MINUTES OF THE PREVIOUS MEETING - 29 JANUARY 2020**

(Pages 1  
- 4)

To agree the minutes as a true record of the meeting.

### **3 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### **4 QUESTIONS AND PETITIONS**

To receive any questions or petitions.

#### **Notes:**

1. The deadline for Member's questions is 12.00pm four working days before the meeting (18 May 2020).
2. The deadline for public questions is seven days before the meeting (15 May 2020).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **5 RECOMMENDATIONS TRACKER**

(Pages 5  
- 10)

To review the Committee's recommendations tracker.

### **6 REMOTE MEETINGS REGULATIONS**

(Pages  
11 - 26)

To explain the impact of the emergency regulations produced by Government in response to the coronavirus pandemic on how Surrey County Council will run its committees.

- 7 ETHICAL STANDARDS ANNUAL REVIEW** (Pages 27 - 50)
- To enable the Committee to monitor the operation of the Members' Code of Conduct over the course of the last year.
- 8 RISK MANAGEMENT BASELINE REVIEW** (Pages 51 - 58)
- To provide an overview of the recent risk management baseline review to enable the Committee to meet its responsibilities for monitoring the development and operation of the council's risk management arrangements
- 9 INTERNAL STRATEGY AND ANNUAL AUDIT PLAN 2020/21** (Pages 59 - 86)
- The purpose of this report is to present the Internal Audit Strategy and Annual Internal Audit Plan for 2020/21 to the Committee.
- 10 INTERNAL AUDIT PROGRESS REPORT - QUARTER 3 (01/10/19 - 31/12/19)** (Pages 87 - 102)
- The purpose of this progress report is to inform members of the work completed by Internal Audit between 1 October 2019 and 31 December 2019.
- 11 SURREY COUNTY COUNCIL COUNTER FRAUD STRATEGY** (Pages 103 - 126)
- The purpose of this progress report is to provide details of the main changes and rationale for updating and amending the Council's Counter Fraud Strategy (attached to this report as Appendix A).
- 12 DATE OF NEXT MEETING**
- The next meeting of Audit & Governance Committee will be on 31 July 2020.

**Joanna Killian**  
**Chief Executive**  
Published: Thursday, 14 May 2020