

Notice of Meeting

Audit & Governance Committee

**Date & time**

Thursday, 1 October
2020
at 10.30 am

Place

Remote

Contact

joss.butler@surreycc.gov.uk

Chief Executive

Joanna Killian

We're on Twitter:
[@SCCdemocracy](#)

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 - 28 AUGUST 2020

(Pages 1
- 6)

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 (*25 September 2020*).
2. The deadline for public questions is seven days before the meeting (*24 September 2020*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RECOMMENDATIONS TRACKER

(Pages 7
- 12)

To review the Committee's recommendations tracker.

- 6 STATEMENT OF ACCOUNTS 2019/20** (Pages 13 - 42)
- To inform the Committee of the result of the external audit of the council's 2019/20 Statement of Accounts, to receive the external auditor's Audit Findings Report and to approve the council's letter of representation from the Executive Director of Resources.
- Annexes:
- Annex 1 – SCC Statement of Accounts 2019/20 (Revised Draft)
Annex 2 - 2019/20 Audit Findings Report –SCC **(to follow)**
Annex 3 - Letter of Representation
- 7 ANNUAL COMPLAINTS PERFORMANCE REPORT** (Pages 43 - 66)
- The purpose of this report is to give the Audit & Governance Committee an overview of the council's complaint handling performance in 2019/20 and to demonstrate how feedback from customers has been used to improve services.
- 8 INTERNAL AUDIT PROGRESS REPORT – QUARTER 1 (01/04/20 – 30/06/20)** (Pages 67 - 92)
- The purpose of this progress report is to inform members of the work completed by Internal Audit between 1 April 2020 and 30 June 2020.
- The current annual plan for Internal Audit is contained within the Internal Audit Strategy and Annual Plan 2019-20, which was approved by Audit and Governance Committee on 22 May 2020.
- 9 RISK MANAGEMENT UPDATE** (Pages 93 - 102)
- To introduce our strategic risk partner and their project approach to enable the committee to meet its responsibilities for monitoring the development and operation of the council's risk management arrangements.
- 10 EXCLUSION OF THE PUBLIC**
- Recommendation:** That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

PART TWO – IN PRIVATE

- 11 PENSIONS ADMINISTRATION TURNAROUND PROGRAMME** (Pages 103 - 118)
- This report shares the Programme structure, plan and the governance framework for the Pensions Administration Turnaround Programme
- Confidential: Not for publication under Paragraph 3, 4**
Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Information relating to any consultations or negotiations, or contemplated

consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

12 DATE OF NEXT MEETING

The next meeting of Audit & Governance Committee will be on 10 December 2020.

Joanna Killian
Chief Executive

Published: 23 September 2020