

## Notice of Meeting

# Audit & Governance Committee



**SURREY**  
COUNTY COUNCIL

**Date & time**

Thursday, 26  
November 2020  
at 10.30 am

**Place**

Remote

**Contact**

Joss Butler  
joss.butler@surreycc.gov.uk

**Chief Executive**

Joanna Killian

We're on Twitter:  
@SCCdemocracy

**Due to the COVID-19 pandemic, this meeting will be taking place remotely.**

**A live webcast of the meeting can be viewed here:  
<https://surreycc.public-i.tv/core/portal/webcasts>**

**Members**

Mr David Harmer (Chairman), Mr Keith Witham (Vice-Chairman), Dr Peter Szanto, Mr Stephen Spence, Mr Stephen Cooksey and Mrs Victoria Young

## AGENDA

### 1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

### 2 MINUTES OF THE PREVIOUS MEETINGS

(Pages 1  
- 10)

To agree the minutes from 1 October 2020 and 5 November 2020 as a true record of the meetings.

### 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 (*20 November 2020*).
2. The deadline for public questions is seven days before the meeting (*19 November 2020*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### 5 RECOMMENDATIONS TRACKER

(Pages  
11 - 14)

To review the Committee's recommendations tracker.

### 6 TREASURY MANAGEMENT MID YEAR REPORT 2020/21

(Pages  
15 - 24)

This report summarises the council's treasury management activity during the first half of 2020/21, as required to ensure compliance with CIPFA's Code of Practice for Treasury Management

- 7 INTERNAL AUDIT PROGRESS REPORT – QUARTER 2 (01/07/20 – 30/09/20)** (Pages 25 - 44)
- The purpose of this progress report is to inform members of the work completed by Internal Audit between 1 July 2020 and 30 September 2020.
- 8 INTERNAL AUDIT REVISED ANNUAL AUDIT PLAN 2020/21** (Pages 45 - 56)
- The purpose of this report is to present the revised Internal Audit and Corporate Fraud Plan for 2020/21 to the Committee. This Plan has been revised for the 7 month period September 2020 to March 2021 in the wake of the Covid-19 pandemic, which caused the suspension of the original annual Audit Plan (approved by this Committee in April 2020), to enable the Internal Audit service to be deployed in other ways to support the Council during the initial phases of the pandemic.
- A summary of Internal Audit activities from the first quarter of 2020-21 is presented in a separate report to this Committee.
- The Internal Audit Strategy and Charter documents, originally agreed by the Committee in April 2020, remain unchanged and are not therefore resubmitted.
- 9 ORBIS INTERNAL AUDIT & COUNTER FRAUD STAFFING AND RESOURCES** (Pages 57 - 62)
- The purpose of this report is to update the Audit and Governance Committee on the staffing and resources position for the Orbis Internal Audit (Orbis IA) Service, including details of the qualifications held by staff within the service and the training and development arrangements for ensuring we continue to maintain the highest calibre personnel.
- 10 ANNUAL GOVERNANCE STATEMENT HALF YEAR UPDATE** (Pages 63 - 70)
- This report provides an update on progress on the improvement areas identified in the 2019/20 Annual Governance Statement.
- 11 RISK MANAGEMENT UPDATE** (Pages 71 - 80)
- To provide an update on the risk management project being led by EY to enable the committee to meet its responsibilities for monitoring the development and operation of the council's risk management arrangements.
- 12 2019/20 AUDIT FINDINGS REPORT AND ANNUAL STATEMENT OF ACCOUNTS FOR HENDECA GROUP LTD, SURREY CHOICES LTD AND HALSEY GARTON GROUP LTD** (Pages 81 - 204)
- This report provides the Audit & Governance Committee with the outcome and findings of the external audit of the 2019/20 financial statements of Hendeca Group Ltd, Surrey Choices Ltd and Halsey Garton Property Ltd.

- 13 REPORT OF THE GOVERNANCE REVIEW TASK GROUP** (Pages 205 - 220)
- The report summarises the work undertaken by, and recommendations of the Governance Review Task Group, which was established by the Audit and Governance Committee to evaluate the effectiveness of the Council's scrutiny function.
- 14 REPORT OF THE MEMBER CODE OF CONDUCT WORKING GROUP** (Pages 221 - 240)
- To consider the recommendations of the Member Code of Conduct Working Group on the appointment of two Independent Persons; the Arrangements for Dealing with Allegations of Breaches of the Member Code of Conduct; the timeline for approving a revised Member Code of Conduct; and the response to a letter by the Committee for Standards in Public Life.
- 15 DATE OF NEXT MEETING**
- The next meeting of Audit & Governance Committee will be on 29 January 2021.

**Joanna Killian**  
**Chief Executive**  
Published: 18 November 2020

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