


Notice of Meeting

Audit and Governance Committee



<u>Date and Time</u>	<u>Place</u>	<u>Contact</u>	<u>Web:</u>
Wednesday, 10 July 2024 10.00 am	Surrey County Council, Council Chamber, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF	Amelia Christopher amelia.christopher@surreycc. gov.uk	Council and democracy Surreycc.gov.uk @SCCdemocracy 

Committee Members:

Victor Lewanski (Chairman), Richard Tear (Vice-Chairman), Ayesha Azad, Helyn Clack, Stephen Cooksey, Steven McCormick and Matthew Woods (Independent Member)

If you would like a copy of this agenda or the attached papers in another format, e.g. large print or braille, or another language, please email Amelia Christopher on amelia.christopher@surreycc.gov.uk.

This meeting will be held in public at the venue mentioned above and may be webcast live. Generally the public seating areas are not filmed. However, by entering the meeting room and using the public seating area or attending online, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If webcast, a recording will be available on the Council's website post-meeting. The live webcast and recording can be accessed via the Council's website:

<https://surreycc.public-i.tv/core/portal/home>

If you would like to attend and you have any special requirements, please email Amelia Christopher on amelia.christopher@surreycc.gov.uk. Please note that public seating is limited and will be allocated on a first come first served basis.

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive any apologies for absence and substitutions.

2 MINUTES OF THE PREVIOUS MEETING - 5 JUNE 2024

(Pages
1 - 14)

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 (*4 July 2024*).
2. The deadline for public questions is seven days before the meeting (*3 July 2024*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RECOMMENDATIONS TRACKER AND WORK PLAN

(Pages
15 - 38)

To review the Committee's recommendations tracker and work plan.

6 EXTERNAL AUDIT PLAN 2023/24

(Pages
39 -
102)

To provide the Audit & Governance Committee with oversight of the plan for the external audit of the 2023/24 statement of accounts.

- 7 SURREY PENSION FUND EXTERNAL AUDIT PLAN 2023/24** (Pages 103 - 148)
- To provide the Audit & Governance Committee with an update on the process for undertaking the external audit of the 2023/24 Surrey Pension Fund.
- 8 2023/24 DRAFT ANNUAL GOVERNANCE STATEMENT** (Pages 149 - 150)
- This report presents the draft Annual Governance Statement, which summarises the Council's governance arrangements for the financial year ending 31 March 2024.
- Note: annex to follow.*
- 9 DRAFT STATEMENT OF ACCOUNTS 2023/24**
- To provide Audit & Governance Committee with the Draft Statement of Accounts for 2023/24.
- Note: cover report and annex to follow.*
- 10 ANNUAL WHISTLEBLOWING REPORT 2023/24** (Pages 151 - 168)
- This report presents the annual whistleblowing report of the Council to the Audit and Governance Committee to provide transparency and accountability.
- The report summarises the whistleblowing activity over the last year and analyses the effectiveness of the Council's process and system.
- 11 OFFICERS AND EMPLOYEES ANNUAL GIFTS AND HOSPITALITY REPORT 2023/24** (Pages 169 - 190)
- The report applies to officers and employees of the Council only, it does not apply to Members (councillors).
- The report presents the annual gifts and hospitality report of the Council to the Audit and Governance Committee to provide transparency and accountability.
- The report summarises the gifts and hospitality activity over the last year and analyses the effectiveness of the Council's process and system.
- 12 DATE OF NEXT MEETING**
- The next meeting of the Audit and Governance Committee will be on 11 September 2024.

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Members of the public and the press may use social media or mobile devices in silent mode during meetings. Public Wi-Fi is available; please ask the committee manager for details.

Anyone is permitted to film, record or take photographs at Council meetings. Please liaise with the committee manager prior to the start of the meeting so that the meeting can be made aware of any filming taking place.

The use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to any Council equipment or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

Thank you for your co-operation.

QUESTIONS AND PETITIONS

Cabinet and most committees will consider questions by elected Surrey County Council Members and questions and petitions from members of the public who are electors in the Surrey County Council area.

Please note the following regarding questions from the public:

1. Members of the public can submit one written question to a meeting by the deadline stated in the agenda. Questions should relate to general policy and not to detail. Questions are asked and answered in public and cannot relate to “confidential” or “exempt” matters (for example, personal or financial details of an individual); for further advice please contact the committee manager listed on the front page of an agenda.
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman’s discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet members may decline to answer a supplementary question.