

## Notice of Meeting

# Audit and Governance Committee



<u>Date and Time</u>	<u>Place</u>	<u>Contact</u>	<u>Web:</u>
Wednesday, 11 September 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	<a href="https://www.surreycc.gov.uk/council-and-democracy">Council and democracy Surreycc.gov.uk</a>  <b>X:</b> @SCCdemocracy  X

### 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](mailto: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 recorded, 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](mailto: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 - 10 JULY 2024**

(Pages  
1 - 12)

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 (*5 September 2024*).
2. The deadline for public questions is seven days before the meeting (*4 September 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  
13 - 52)

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

### **6 RISK MANAGEMENT**

(Pages  
53 - 72)

To provide an update on risk management.

- 7 INTERNAL AUDIT PROGRESS REPORT - QUARTER 1** (Pages 73 - 100)
- The purpose of this progress report is to inform Members of the work completed by Internal Audit between 1 April 2024 and 30 June 2024.
- The current annual plan for Internal Audit is contained within the Internal Audit Strategy and Annual Plan 2024-25, which was approved by this Committee on 13 March 2024.
- 8 THE LGSCO'S ANNUAL REVIEW LETTER FOR SURREY COUNTY COUNCIL 2023/24** (Pages 101 - 124)
- To provide an update on complaint statistics recorded about Surrey County Council and its performance in responding to Ombudsman investigations, following the publication of the Local Government and Social Care Ombudsman's Annual Review Letter for 2023/24.
- 9 AUDIT AND GOVERNANCE COMMITTEE - ANNUAL REPORT 2023/24** (Pages 125 - 136)
- For the Committee to review and comment on its Annual Report.
- 10 AMENDED ARRANGEMENTS FOR DEALING WITH ALLEGATIONS OF BREACHES OF THE MEMBER CODE OF CONDUCT AND APPOINTMENT OF INDEPENDENT PERSONS** (Pages 137 - 158)
- The Surrey County Council Arrangements for Dealing with Allegations of Breaches of the Member Code of Conduct form part of the Council's Constitution. The Interim Monitoring Officer has reviewed the arrangements and identified a number of areas in which these could be further strengthened.
- The arrangements also make provision for the appointment by Council of at least one Independent Person, whose views must be sought by the Council before it takes a decision on any allegation which it has decided should be investigated.
- The current Independent Persons have notified the Interim Monitoring Officer that they will be stepping down at the end of their term in December 2024. This report sets out the process for recruitment for two new Independent Persons.
- 11 DATE OF NEXT MEETING**
- The next meeting of the Audit and Governance Committee will be on 20 November 2024.

**Terence Herbert**  
**Chief Executive**

Published: Tuesday, 3 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.