



COTSWOLD
DISTRICT COUNCIL

Tuesday, 10 October 2023

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AUDIT AND GOVERNANCE COMMITTEE

A meeting of the Audit and Governance Committee will be held at Council Chamber - Trinity Road on **Wednesday, 18 October 2023 at 5.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Audit and Governance Committee;
(Councillors Nigel Robbins, Clare Muir, Helene Mansilla, Patrick Coleman, Jeremy Theyer, Chris Twells, Len Wilkins and Independent Members; Christopher Bass and John Chesshire)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the date of the meeting.

AGENDA

1. **Apologies**
To receive any apologies from members
2. **Substitute Members**
To note details of any substitution arrangements in place for the meeting.
3. **Declarations of Interest**
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
4. **Minutes (Pages 5 - 12)**
To confirm the minutes of the meeting of the Committee held on 25th July 2023.

5. **Public Questions**

A maximum of 15 minutes is allocated for an “open forum” of public questions at committee meetings. No person may ask more than two questions (including supplementary questions) and no more than two such questions may be asked on behalf of one organisation. The maximum length of oral questions or supplementary questions by the public will be two minutes. Questions must relate to the responsibilities of the Committee but questions in this section cannot relate to applications for determination at the meeting.

The response may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

6. **Member Questions**

A maximum period of fifteen minutes is allowed for Member questions. Questions must be directed to the Chair and must relate to the remit of the committee but may not relate to applications for determination at the meeting.

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

The deadline for submitting questions is 5.00pm on the working day before the day of the meeting unless the Chair agrees that the question relates to an urgent matter, in which case the deadline is 9.30am on the day of the meeting.

A member may submit no more than two questions. At the meeting the member may ask a supplementary question arising directly from the original question or the reply. The maximum length of a supplementary question is one minute.

The response to a question or supplementary question may take the form of:

- a) A direct oral response (maximum length: 2 minutes);
- b) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) Where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

7. **2021/22 Audit Finding Report and Annual Audit Letter (Pages 13 - 60)**

Purpose

To receive the Audit Opinion on the 2021/22 Financial Statements and Value for Money arrangements agreed under delegated authority in September 2023.

Recommendation

That Audit and Governance Committee resolves to:

1. Note the Audit Findings Report for Cotswold District Council (Final) and the Annual Audit Letter.

8. **Internal Audit Progress Report (Pages 61 - 80)**

Purpose

To present a summary of the audit work concluded since the last meeting of this Committee.

Recommendation

That the Audit and Governance Committee resolves to:

- 1) Note the reports at Annexes A and B

9. **Draft 2022/23 Statement of Accounts (Pages 81 - 214)**

Purpose

The Statement of Accounts for 2022/23 shows the financial position of the Council as of 31 March 2023 as well as the performance during the year.

Under the Council's Constitution, the Audit and Governance Committee is charged with the responsibility of the approval of the accounts.

This report presents to the Committee for consideration the published (unaudited) draft Statement of Accounts for the year ended 31 March 2023.

Recommendations

That the Audit and Governance Committee resolves to note:

1. The draft unaudited Statement of Accounts 2022/23 (as attached at Annex A).
2. Key highlights from the Statement of Accounts 2022/23 as set out within this report.
3. The position on Local Audit delays as set out in Annex B and Annex C

10. **2023/2024 Treasury Management Indicators - Quarter One (Pages 215 - 220)**

Purpose

To report to the Audit and Governance Committee the quarter one Treasury Management Indicators as required by the CIPFA Treasury Management Code.

Recommendation

That the Audit and Governance Committee resolves to:

- 1) Note the 2023/24 Treasury Management Indicators (Q1).

11. **Cotswold District Council Local Code of Corporate Governance (Pages 221 - 236)**

Purpose

To present the latest version of the Local Code of Corporate Governance for Cotswold District Council for adoption.

Recommendation

That the Audit and Governance Committee resolves to:

- 1) Review and adopt the latest version of the Local Code of Corporate Governance.

12. **Annual Governance Statement Action Plan (Pages 237 - 246)**

Purpose

This report provides the Audit and Governance Committee with an update on progress against the Annual Governance Statement action plan for 2023/24

Recommendation

That the Audit and Governance Committee resolves to:

- 1) Note the action plan and associated progress updates

13. **Annual Summary of Complaints Statistics From The Local Government And Social Care Ombudsman - Year Ending 31 March 2023 (Pages 247 - 260)**

Purpose

This report presents the Annual Complaints statistics as provided by the Local Government and Social Care Ombudsman for the year 1st April 2022 – 31st March 2023.

Recommendation

That the Audit and Governance Committee resolves to:

- 1) Note the content of the report and the Annual Review Letter 2022 – 2023.

14. **Appointment of Standards Hearings Sub-Committee (Pages 261 - 266)**

Purpose

To invite the Committee to appoint members to the Standards Hearings Sub-Committee.

Recommendations

That the Audit and Governance Committee resolves to:

1. Agree to establish the Standards Hearings Sub-Committee.
2. Appoint the three members of the Audit and Governance Committee named in Annex A to the Standards Hearings Sub-Committee for the remainder of the current municipal year, in accordance with political proportionality (2 Liberal Democrat, 1 Conservative).
3. Delegate authority to the Director of Governance and Development to

determine who will be the Independent Person at a Standards Hearings Sub-Committee meeting and, where relevant, who will be the Town and Parish Council representative attending in an advisory capacity.

15. **Work Plan (Pages 267 - 270)**

Purpose

To review the work plan.

Recommendation

That the Audit and Governance Committee resolves to:

- I) Note the work plan

(END)