



COTSWOLD
DISTRICT COUNCIL

Wednesday, 22 November 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 **Thursday, 30 November 2023 at 5.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Audit and Governance Committee
(Councillors Nigel Robbins, Helene Mansilla, Patrick Coleman, Jeremy Theyer, Chris Twells, Len Wilkins, Vacancy, 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. The quorum for Audit and Governance is 3 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. **Election of Vice Chair**
Purpose
The Committee is invited to elect a Vice-Chair for the remainder of the 2023-24 Council year, following the resignation of the previous Vice-Chair.
5. **Appointment to the Standards Hearings Sub-Committee**
Purpose
For the Committee to appoint one Liberal Democrat Member to the Standards Hearings Sub-Committee following the resignation of Clare Muir as a Councillor.
6. **Minutes (Pages 5 - 12)**
To confirm the minutes of the meeting of the Committee held on 18 October 2023.
7. **Public Questions**
To deal with questions from the public within the open forum question and answer session of fifteen minutes in total. Questions or supplementary questions from each member of the public should be no longer than two minutes each and relate issues under the Committee's remit.
8. **Member Questions**
To deal with written questions by Members, relating to issues under the Committee's remit, with the maximum length of oral supplementary questions at Committee being no longer than one minute. Responses to any supplementary questions will be dealt with in writing following the meeting
9. **Corporate Risk Register (Pages 13 - 22)**
Purpose
The report brings to members the current version of the Strategic Risk Register for information and assurance that risks to the Council are being managed and appropriate actions are being taken to mitigate risk.

Recommendation

That the Audit and Governance Committee resolves to:

- I. Note the Strategic Risk Register.

Invited

Cheryl Sloan, Business Manager for Business Continuity, Governance and Risk

10. **Treasury Management Mid-Year Report (Pages 23 - 36)**

Purpose

To receive and discuss details of the Council's Treasury Management performance for the period 01 April to 30 September 2023 and Quarter 2 Treasury Management Prudential Indicators.

Recommendation

That the Audit and Governance Committee resolves to:

- I. Recommend to Council to approve the Council's Treasury Management performance for the period 01 April 2023 to 30 September 2023 and Quarter 2 Prudential Indicators.

Invited

David Stanley, Deputy Chief Executive Officer

11. **Counter Fraud and Enforcement Unit Update Report (Pages 37 - 46)**

Purpose

To provide the Committee with assurance over the counter fraud activities of the Council. Direct updates will continue to be provided twice a year. Work plans are presented to the Committee detailing progress and results for consideration and comment as the body charged with governance in this area.

Recommendation

That the Committee considers the report and work plan at Annex A.

Invited

Emma Cathcart, Head of Counter Fraud and Enforcement Unit.

12. **Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy (review) (Pages 47 - 60)**

Purpose

To present the Audit and Governance Committee with an updated Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy for comment.

Recommendation

That the Committee:

Considers the Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy to comment thereon to Cabinet, to aid its deliberations and decision making.

Invited

Emma Cathcart, Head of the Counter Fraud and Enforcement Unit

13. **Update on Member Training and Induction (Pages 61 - 76)**

Purpose

To update the Committee on member training courses undertaken, including attendance figures and feedback.

Recommendation

That the Audit and Governance Committee resolves to:

- I. Note the report and the attendance summary at Annex A.

Invited

Angela Claridge, Director of Governance and Development

14. **Audit and Governance Committee Work Plan (Pages 77 - 80)**

Purpose

For the Committee to review its work plan.

Recommendation

That the Audit and Governance Committee resolves to:

- I. Note the work plan.

(END)