

Meeting: **Audit and Governance Committee**
Date: **4 March 2020**
Time: **7.00 pm**
Place: **Council Chamber - Civic Centre, Folkestone**

To: **All members of the Audit and Governance Committee**

The committee will consider the matters, listed below, at the date, time and place shown above. The meeting will be open to the press and public.

Members of the committee, who wish to have information on any matter arising on the agenda, which is not fully covered in these papers, are requested to give notice, prior to the meeting, to the Chairman or appropriate officer.

This meeting will be webcast live to the council's website at <https://folkestone-hythe.public-i.tv/core/portal/webcasts>.

1. **Apologies for Absence**
2. **Declarations of Interest (Pages 5 - 6)**

Members of the committee should declare any interests which fall under the following categories*:

- a) disclosable pecuniary interests (DPI);
- b) other significant interests (OSI);
- c) voluntary announcements of other interests.

3. **Minutes (Pages 7 - 12)**

To consider and approve, as a correct record, the minutes of the meetings held on 27 November and 4 December 2019.

Queries about the agenda? Need a different format?

Contact Sue Lewis – Tel: 01303 853265
Email: committee@folkestone-hythe.gov.uk or download from our website
www.folkestone-hythe.gov.uk

4. **Grant Thornton Audit Plan for the Year Ended 31 March 2020 (Pages 13 - 34)**

The report presents the Grant Thornton Audit Plan, which focuses on their proposed work on auditing the statement of accounts for 2019/20 and an update on the audit fees.

5. **Grant Thornton Risk Assessment Work (Pages 35 - 38)**

Grant Thornton are seeking confirmation from the Committee about how it gains assurance from management. Their request includes a series of questions on fraud, laws and regulations. The proposed response is enclosed.

6. **Corporate Health and Safety Annual Report (Pages 39 - 52)**

This report details the performance of Corporate Health and Safety over the last calendar year and looks into future work.

7. **Annual Report of Audit and Governance (Pages 53 - 58)**

This report summarises the achievements of the Audit and Governance Committee against the terms of reference for the period 1 April 2019 to 31 March 2020 and details the impact that it has made on the overall system of internal control in operation.

8. **Report on Local Code of Corporate Governance (Pages 59 - 72)**

This report recommends the approval of a local Code of Corporate Governance for 2020/21.

9. **Internal Audit Standards Self-Assessment (Pages 73 - 80)**

This report summarises the results of the East Kent Audit Partnership (EKAP) self-assessment against the Public Sector Internal Audit Standards (PSIAS) and the actions required to move towards full compliance.

10. **Internal Audit progress report from the Head of the East Kent Audit Partnership (Pages 81 - 104)**

This report includes the summary of the work of the East Kent Audit Partnership (EKAP) since the last Audit and Governance Committee meeting together with details of the performance of the EKAP to the 31st December 2019.

11. **Internal Audit Charter and Draft Internal Audit Plan 2020-21 (Pages 105 - 136)**

This report includes the Audit Charter for the East Kent Audit Partnership which sets out the overarching vision, aims and strategy for the Internal Audit Service together with the draft plan of work for the forthcoming 12

months for approval.

12. **Review of Corporate Risk Register (Pages 137 - 148)**

This report provides an update to the Corporate Risk Register.

13. **Accounting Policies 2019/20 (Pages 149 - 164)**

Accounting Policies are the specific principles, bases, conventions, rules and practices applied by an authority in preparing and presenting financial statements. This report presents the Accounting Policies proposed to be adopted for the 2019/20 financial statements.