

Meeting: **Audit and Governance Committee**  
Date: **4 March 2021**  
Time: **7.00 pm**  
Place: **Remote Meeting**

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

The committee will consider the matters, listed below, at the date and time shown above. The meeting will be open to the press and public and will be streamed live at [bit.ly/YouTubeMeetings](https://bit.ly/YouTubeMeetings)

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.

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 24 November 2020 and 3 December 2020.

4. **Corporate Health and Safety Report (Pages 13 - 26)**

## **Queries about the agenda? Need a different format?**

Contact Committee Services – Tel: 01303 853267/3369  
Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from our website  
[www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)

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

5. **Annual report - maintaining Ethical Standards (Pages 27 - 30)**

This annual report to the Audit and Performance Committee is submitted in accordance with the Committee's term of reference as follows:

*"To receive an annual report on the District Council's ethical governance arrangements".*

One of the roles of the council's Monitoring Officer is to advance good governance and ensure the highest standards of ethical behaviour are maintained through the effective discharge of their statutory duties.

6. **Local Code of Corporate Governance (Pages 31 - 44)**

This report recommends the approval of a local code of corporate governance for 2021/22.

7. **Annual governance statement Actions - update on 20/21 actions (Pages 45 - 52)**

This report presents the current position on progress towards achieving the 2020/21 actions set out in the Annual Governance Statement.

8. **Grant Thornton Update Report (Pages 53 - 74)**

Grant Thornton's report provides an update on recent audit work undertaken, progress against key deliverables and a brief technical update.

9. **Annual report of the Audit and Governance Committee (Pages 75 - 80)**

This report summarises the achievements of the Audit and Governance Committee against the terms of reference for the period 1 April 2020 to 31 March 2021 and details the impact that it has made on the overall system of internal control in operation.

10. **Internal Audit Progress Report from the Head of the East Kent Audit Partnership (Pages 81 - 102)**

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 31<sup>st</sup>

December 2020.

11. **Draft Internal Audit Plan 2021-22 (Pages 103 - 116)**

This report includes the draft plan of work for the forthcoming 12 months for approval.