

Meeting: **Audit and Governance Committee**
Date: **16 March 2022**
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>.

Although social distancing rules have been relaxed, for the safety of the public, elected members and staff, we will continue to seat members of the public approximately one metre apart. This means that there will be 13 seats available for members of the public, which will be reserved for those speaking or participating at the meeting. The remaining available seats will be given on a first come, first served basis.

All attendees at meetings are kindly asked to wear face coverings, unless they are addressing the meeting.

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

Queries about the agenda? Need a different format?

Contact Sue Lewis – Tel: 01303 853265/3267
Email: committee@folkestone-hythe.gov.uk or download from our website
www.folkestone-hythe.gov.uk

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 - 10)**

To consider and approve, as a correct record, the minutes of the meeting held on 8 December 2021.

4. **Quarterly update on Code of Conduct Complaints (Pages 11 - 14)**

This report provides an update to the Committee on Member Code of Conduct complaints received during the third quarter of 2021/22 (1 October to 31 December 2021).

5. **Annual Report - Maintaining Ethical Standards (Pages 15 - 16)**

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. **Annual Governance Statement actions - update on 21/22 actions (Pages 17 - 24)**

This report presents the current position on progress towards achieving the 2021/22 actions set out in the Annual Governance Statement.

7. **Quarterly Internal Audit Update Report from the Head of East Kent Audit Partnership (Pages 25 - 42)**

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 2021.

8. **Draft Internal Audit Plan 2022-23 (Pages 43 - 58)**

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

9. **The Updated Audit Findings Report and Letter of Representation for Folkestone & Hythe District Council 2020/21 (Pages 59 - 104)**

Grant Thornton are required to issue a Report to those charged with governance, summarising the findings and conclusions of their audit work. They are also required by professional auditing standards to report certain matters before giving an opinion on the financial statements for the year ended 31 March 2021. The committee considered a draft Audit Findings Report in December and Grant Thornton have now issued an updated report and letter of representation to be signed, following the conclusion of the audit work for 2020/21.

10. **Grant Thornton Audit Progress Report (Pages 105 - 126)**

Grant Thornton's report gives a progress update on recent audit work undertaken and highlights topical issues.

11. **Review of Risk Management Policy and Strategy (Pages 127 - 150)**

This report presents an updated Risk Management Policy & Strategy for consideration by the Audit & Governance Committee, ahead of its adoption by Cabinet. The Policy & Strategy provides a framework the management of risk by Officers and Members. There is a separate report on the agenda which provides an update to the Corporate Risk Register.

12. **Review of Corporate Risk Register (Pages 151 - 160)**

This report provides an update to the Corporate Risk Register.

13. **Annual report of the Audit and Governance Committee (Pages 161 - 166)**

This report summarises the achievements of the Audit and Governance Committee against the terms of reference for the period 1 April 2021 to 31 March 2022 and details the impact that it has made on the overall system of internal control in operation.