

Meeting: **Audit and Governance Committee**
Date: **6 December 2023**
Time: **6.00 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>.

Please note there will be 37 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.

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.

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

3. **Minutes (Pages 7 - 22)**

To consider and approve, as a correct record, the minutes of the meeting held on 13 September 2023.

4. **Review of Polling District and Polling Places 2023 (Pages 23 - 38)**

Section 18 of the Representation of the People Act 1983 (as amended by Part 4 of the Electoral Administration Act 2006) places a duty on the Council to conduct a review of polling places and polling districts every four years. The last review was concluded by Folkestone & Hythe District Council in September 2019. This Report outlines the steps the Council is taking to comply with this duty and seeks approval from Council to approve the provisional decisions and resulting recommendations made.

5. **Update to Corporate Risk Register (Pages 39 - 50)**

This report provides an update to the Corporate Risk Register, last considered by the Audit and Governance Committee on 13 September 2023.

6. **Quarterly Internal Audit Update Report from the Head of East Kent Audit Partnership (Pages 51 - 72)**

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 30th September 2023.

7. **Grant Thornton Audit Plan for the Year Ended 31 March 2023 (Pages 73 - 100)**

The report presents the Grant Thornton Audit Plan, which focuses on their proposed work on auditing the statement of accounts for 2022/23 and an update on the audit fees.

8. **Update on Change of Governance Arrangements (Pages 101 - 106)**

This report provides the Committee with a brief update on the progress of the work of the Constitution Working Group in relation the Council's decision on 21 June 2023 to change its governance arrangements from a Leader and Cabinet executive form of governance to committee system as

of the Annual Meeting of Council to be held in May 2024.

9. **Annual Governance Statement Actions - update on 2023/24 actions
(Pages 107 - 116)**

This report presents the current position on progress towards achieving the 2023-24 actions set out in the Annual Governance Statement.