

Meeting: **Audit and Governance Committee**
Date: **13 March 2024**
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 - 12)**

To consider and approve, as a correct record, the minutes of the meeting held on 6 December 2023..

4. **Quarterly Code of Conduct Complaints Update Report (Pages 13 - 16)**

This report provides an update to the Committee on Member Code of Conduct complaints received during quarter 3 of 23/24 (1 October to 31 December 2023).

5. **Annual Report - Maintaining Ethical Standards (Pages 17 - 20)**

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 21 - 34)**

This report recommends the approval of a local code of corporate governance for 2024/25.

7. **Quarterly Internal Audit Update Report from the Head of East Kent Audit Partnership (Pages 35 - 56)**

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 2023.

8. **Draft Internal Audit Plan 2024/25 (Pages 57 - 70)**

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

9. **22/23 Audit Findings Report**

The report summarises progress, findings and adjustments for the 2022-23 financial statements audit to date.

Report to follow.

10. **22/23 Auditor's Annual Report**

The report summarises the value for money work carried out for 2022-23 over the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources.

Report to follow.

11. **Annual Report to the Audit and Governance Committee (Pages 71 - 76)**

This report summarises the achievements of the Audit and Governance Committee against the terms of reference for the period 1 April 2023 to 31 March 2024 and details the impact that it has made on the overall system of internal control in operation.

12. **update to Corporate Risk Register (Pages 77 - 90)**

This report provides an update to the Corporate Risk Register, last considered by the Audit and Governance Committee on 6 December 2023.

13. **Glossary (needs to be at end of pack) (Pages 91 - 92)**