

**Monday, 12th December, 2022,
6.15 pm**

**The John Meikle Room - The Deane
House**

**Members: Lee Baker (Chair), Janet Lloyd (Vice-Chair), Ed Firmin,
Simon Coles, Hugh Davies, Tom Deakin, Dawn Johnson,
Marcus Kravis, Andy Milne, Steven Pugsley and Terry Venner**

Agenda

1. Apologies

To receive any apologies for absence.

**2. Minutes of the previous meeting of the Audit and
Governance Committee**

To approve the minutes of the previous meeting of the
Committee held on 7th November 2022.

3. Declarations of Interest

To receive and note any declarations of disclosable pecuniary or
prejudicial or personal interests in respect of any matters included
on the agenda for consideration at this meeting.

(The personal interests of Councillors and Clerks of Somerset
County Council, Town or Parish Councils and other Local
Authorities will automatically be recorded in the minutes.)

4. Public Participation

The Chair to advise the Committee of any items on which
members of the public have requested to speak and advise those
members of the public present of the details of the Council's public
participation scheme.

For those members of the public who have submitted any
questions or statements, please note, a three minute time limit
applies to each speaker and you will be asked to speak before
Councillors debate the issue.

We are now live webcasting most of our committee meetings and
you are welcome to view and listen to the discussion. The link to
each webcast will be available on the meeting webpage, but you
can also access them on the [Somerset West and Taunton
webcasting website](#).

(Pages 7 - 20)

- | | |
|---|------------------------|
| <p>5. Audit and Governance Committee Forward Plan</p> <p>To receive items and review the Audit and Governance Committee Forward Plan.</p> | <p>(Pages 21 - 22)</p> |
| <p>6. Audit and Governance Committee action/recommendation tracker</p> <p>To receive an update on the status and progress of actions and recommendations arising from the Audit and Governance Committee meetings held on 12th September and 7th November 2022.</p> | <p>(Pages 23 - 24)</p> |
| <p>7. SWAP Owners Meeting</p> <p>To agree which Member of the Audit and Governance Committee will attend the SWAP Internal Audit Owners Meeting on Thursday 15th December at 2pm (the meeting is being held virtually).</p> | |
| <p>8. External Audit Annual Report 2021/2022</p> <p>This matter is the responsibility of the Portfolio Holder for Communications and Corporate Resources, Cllr Benet Allen.</p> <p>Report Author: John Dyson, Corporate Finance Manager</p> <p>This is a report from the Council's External Auditors, Grant Thornton which focuses primarily on the Auditor's findings on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources. It recognises the transition towards the new unitary Somerset Council.</p> <p>This report is presented as an interim report, pending the auditor issuing the final opinion on the Statement of Accounts for 2021/22 due to the national issue relating to the statutory override relating to the treatment of infrastructure assets in the Statement of Accounts.</p> | <p>(Pages 25 - 64)</p> |
| <p>9. External Audit Progress Report and Sector Update</p> <p>This matter is the responsibility of the Portfolio Holder for Communications and Corporate Resources, Cllr Benet Allen.</p> <p>Report Author: John Dyson, Corporate Finance Manager</p> <p>This report provides the Audit and Governance Committee with a progress update regarding the work of the external auditor, Grant Thornton LLP, together with information relating to emerging issues which may be relevant to the Council.</p> | <p>(Pages 65 - 76)</p> |

10. Internal Audit Progress Report 2022/2023

(Pages 77 - 96)

This matter is the responsibility of the Portfolio Holder for Communications and Corporate Resources, Cllr Benet Allen.

Report Author: Alastair Woodland, Assistant Director, SWAP

This report summarises the work of the Council's Internal Audit Service including progress against the audit plan and significant findings that have arisen since the last update in September 2022.

11. Summary of Level 1 and 2 Audit Actions Report

(Pages 97 - 106)

This matter is the responsibility of the Portfolio Holder for Communications and Corporate Resources, Cllr Benet Allen

Report Author: Malcolm Riches, Business Intelligence and Performance Manager

The purpose of this report is to update the Committee on progress against level 1 and 2 Internal Audit actions as at the end of October 2022.

12. Treasury Management 2022/2023 Mid Year Review

(Pages 107 - 128)

This matter is the responsibility of the Portfolio Holder for Communications and Corporate Resources, Cllr Benet Allen.

Report Authors: John Dyson, Corporate Finance Manager and Steve Plenty, Finance Specialist

The purpose of this report is to provide Members with an update on the Treasury Management activity of Somerset West and Taunton Council and performance against the Prudential Indicators in respect of the first six months of 2022/23.

It provides a view of the Council's borrowing and investments at the mid-point of the year.

13. Health and Safety Update

(Pages 129 - 140)

This matter is the responsibility of the Portfolio Holder for Communications and Corporate Resources, Cllr Benet Allen.

Report Authors: Sean Papworth, Assistant Director – Corporate and Mike Barter, Health and Safety Business Partner

The purpose of this report is to provide the Committee with progress updates on the Health and Safety Performance

Framework and delivery of the Health and Safety Management System (HSMS) Improvement Programme.

14. Landlord Compliance Report

(Pages 141 - 158)

This matter is the responsibility of the Portfolio Holder for Housing, Cllr Francesca Smith.

Report Author: Ian Candlish, Assistant Director Housing Property

This report provides an updated position for the main landlord health and safety property compliance disciplines.

A handwritten signature in black ink, appearing to read 'A Pritchard', with a horizontal line underneath.

**ANDREW PRITCHARD
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. At the start of the meeting the Chair will confirm if all or part of the meeting is being recorded and webcast. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chair will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate. Except at meetings of Full Council, where public participation will be restricted to Public Question Time only, if a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chair will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room. Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

The meeting room, including the Council Chamber at The Deane House are on the first floor and are fully accessible. Lift access to The John Meikle Room, is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter. For further information about the meeting, please contact the Governance and Democracy Team via email: governance@somersetwestandtaunton.gov.uk

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please email: governance@somersetwestandtaunton.gov.uk