

**Wednesday, 11th March, 2020,  
6.15 pm**

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

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**Members: Sue Buller (Chair), Lee Baker (Vice-Chair), Simon Coles,  
Hugh Davies, Caroline Ellis, Janet Lloyd, Steven Pugsley,  
Vivienne Stock-Williams, Andrew Sully, Terry Venner,  
Sarah Wakefield, Mrs Anne Elder and Bryn Wilson**

### **Agenda**

**1. Apologies**

To receive any apologies for absence.

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

To approve the minutes of the previous meeting of the  
Committee.

(Pages 7 - 18)

**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.

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| <p><b>5. Audit, Governance and Standards Committee Action Plan</b></p> <p>To update the Audit, Governance and Standards Committee on the progress of resolutions and recommendations from previous meetings of the Committee.</p>                                                                                                                                                     | <p>(Pages 19 - 20)</p>   |
| <p><b>6. Audit, Governance and Standards Committee Forward Plan</b></p> <p>To receive items and review the Forward Plan.</p>                                                                                                                                                                                                                                                          | <p>(Pages 21 - 22)</p>   |
| <p><b>7. Grant Thornton External Audit - Progress Report and Update</b></p> <p>The report provides the Audit Governance and Standards Committee with a progress update regarding the work of the external auditors, Grant Thornton, together with information relating to emerging issues which may be relevant to the Council.</p>                                                   | <p>(Pages 23 - 44)</p>   |
| <p><b>8. Grant Thornton External Audit - Audit Plan</b></p> <p>This report introduces the External Audit Plan for 2019/20. This is prepared by our external auditors, Grant Thornton, and is detailed in the appendix to this report. The report summarises their approach to the 2019/20 audit programme, together with the audit view on risk, materiality and value for money.</p> | <p>(Pages 45 - 64)</p>   |
| <p><b>9. SWAP Internal Audit - Progress Report 2019/20</b></p> <p>The 2019-20 Annual Audit Plan is to provide independent and objective assurance on SWT Internal Control Environment. This work will support the Annual Governance Statement.</p>                                                                                                                                    | <p>(Pages 65 - 88)</p>   |
| <p><b>10. SWAP Internal Audit - Audit Plan &amp; Charter 2020-21</b></p> <p>This report introduces the Internal Audit Plan for 2020/21 and also incorporates an 'Internal Audit Charter' which sets out the operational relationship between Somerset West and Taunton and the South West Audit Partnership.</p>                                                                      | <p>(Pages 89 - 110)</p>  |
| <p><b>11. Landlord Health and Safety compliance Update</b></p> <p>The information within this report summarises the current compliance of Somerset West and Taunton Council in relation to the following 6 key areas:</p>                                                                                                                                                             | <p>(Pages 111 - 120)</p> |

Asbestos management, Electrical safety, Fire safety, Gas safety, Lift and Stair-lift management and Water management (Legionella).

**12. Local Code of Corporate Governance**

(Pages 121 - 140)

The purpose of the report is to present the Committee with the updated Code of Corporate Governance for the 2020/2021 financial year.

**13. Summary of Level 1 Internal Audit Recommendations**

(Pages 141 - 144)

The purpose of this report is to update the Committee on progress against level 1 Internal Audit Actions.

**14. Constitution Report**

(Pages 145 - 148)

The purpose of this report is to recommend to the Committee that a Working Group is set up to review the Constitution.

**15. Access to Information - Exclusion of the Press and Public**

During discussion of the following item it may be necessary to pass the following resolution to exclude the press and public having reflected on Article 13 13.02(e) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act. The Committee will need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

Recommend that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the ground that it involved the likely disclosure of exempt information as defined in paragraph 1 respectively of Part 1 of Schedule 12A of the Act, namely information relating to any individual.

**16. Monitoring Officer Update**

This report will be a verbal update on any items that the Monitoring Officer needs to make the Committee aware of.

A handwritten signature in black ink, appearing to read "James Hasset". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

**JAMES HASSETT  
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](http://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](mailto: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](mailto:governance@somersetwestandtaunton.gov.uk)