

**[SWT VIRTUAL MEETING WEBCAST
LINK](#)**

Members: Lee Baker (Chair), Derek Perry (Vice-Chair), Simon Coles, Hugh Davies, Caroline Ellis, Martin Hill, Janet Lloyd, Steven Pugsley, Vivienne Stock-Williams, Andrew Sully and Terry Venner

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 held on 1 February 2021.

(Pages 5 - 12)

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.

Temporary measures during the Coronavirus Pandemic

Due to the Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will holding meetings in a virtual manner which will be live webcast on our website. Members of the public will still be able to register to speak and ask questions, which will then be read out by the Governance and Democracy Case Manager during Public Question Time and will either be answered by the Chair of the Committee, or the relevant Portfolio Holder, or be followed up with a written response.

- | | |
|--|-------------------|
| 5. Audit, Governance and Standards Committee Forward Plan | (Pages 13 - 14) |
| To receive items and review the Forward Plan. | |
| 6. Grant Thornton External Audit Progress Report and Sector update | (Pages 15 - 24) |
| The report provides the Audit, Governance and Standards Committee with a progress report on the work of the external auditors, Grant Thornton, together with information relating to emerging issues which may be relevant to the Council. | |
| 7. SWAP Internal Audit - Progress Report 2020/21 | (Pages 25 - 44) |
| This report summarises the work of the Council's Internal Audit Service and details any new significant weaknesses identified and a schedule of audits completed during the period. | |
| 8. SWAP Internal Audit - Audit Plan and Charter 2021/22 | (Pages 45 - 66) |
| This report introduces the Internal Audit Plan for 2021/22 and the Internal Audit Charter. | |
| 9. Local Code of Corporate Governance | (Pages 67 - 86) |
| This report presents the Committee with the updated Code of Corporate Governance for the 2021/22 financial year. | |
| 10. Changes to the Constitution | (Pages 87 - 104) |
| This report presents the Committee with the drafted Member Champions Protocol and Member Working Group Protocol for consideration before going to Council for approval. | |
| 11. Chair's Annual Report | (Pages 105 - 108) |
| This report is the Annual Report from the Chair of the Audit, Governance and Standards Committee, which is for consideration before going to Council on the 30 th March. | |

12. 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.

13. Monitoring Officer Update

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



**JAMES HASSETT
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. 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 taking part in the Council Meeting 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.

Following Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will be live webcasting 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.

If you would like to ask a question or speak at a meeting, you will need to submit your request to a member of the Governance Team in advance of the meeting. You can request to speak at a Council meeting by emailing your full name, the agenda item and your question to the Governance Team using governance@somersetwestandtaunton.gov.uk

Any requests need to be received by 4pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Tuesday, requests need to be received by 4pm on the Thursday prior to the meeting.

The Governance and Democracy Case Manager will take the details of your question or speech and will distribute them to the Committee prior to the meeting. The Chair will then invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to three minutes per person in an overall period of 15 minutes and you can only speak to the Committee once. If there are a group of people attending to speak about a particular item then a representative should be chosen to speak on behalf of the group.

Please see below for Temporary Measures during Coronavirus Pandemic and the changes we are making to public participation:-

Due to the Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will holding meetings in a virtual manner which will be live webcast on our website. Members of the public will still be able to register to speak and ask questions, which will then be read out by the Governance and Democracy Case Manager during Public Question Time and will be answered by the Portfolio Holder or followed up with a written response.

Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

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