

## SWT Special Audit and Governance Committee

Tuesday, 22nd March, 2022,  
6.15 pm

The logo for Somerset West and Taunton, featuring the text "Somerset West and Taunton" in white on a teal background with a white swoosh at the bottom right.

The John Meikle Room - The Deane House

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

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**Members:** Lee Baker (Chair), Ed Firmin (Vice-Chair), Simon Coles, Hugh Davies, Dawn Johnson, Janet Lloyd, Andy Milne, Martin Peters, Steven Pugsley, Terry Venner and Sarah Wakefield

### Agenda

**1. Apologies**

To receive any apologies for absence.

**2. 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.)

**3. 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](#).

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| <p><b>4. Audit and Governance Committee Forward Plan</b><br/>To receive items and review the Forward Plan.</p>  | <p>(Pages 5 - 6)</p>   |
| <p><b>5. Health and Safety Management System – Performance framework and Improvement Programme</b><br/>The purpose of this report is to provide the Audit and Governance committee with:<br/>A) a progress update on the Health &amp; Safety Performance Framework<br/>B) a progress update against delivery of the H &amp; S Management System (HSMS) Improvement Programme.</p> | <p>(Pages 7 - 20)</p>  |
| <p><b>6. Local Code of Corporate Governance</b><br/>To present the Committee with the updated Local Code of Corporate Governance for the 2022/2023 financial year.</p>  | <p>(Pages 21 - 40)</p> |
| <p><b>7. Annual Governance Statement Action Plan Update</b><br/>To present the Committee with an update of progress against the Annual Governance Statement Action Plan for 2020/21 (Appendix A).</p>   | <p>(Pages 41 - 52)</p> |
| <p><b>8. Updated Risk and Opportunity Management Strategy for 2022-2023</b><br/>To present the Committee with the updated Risk and Opportunity Management Strategy for approval.</p>  | <p>(Pages 53 - 74)</p> |
| <p><b>9. Fraud Update</b><br/>To present the Committee with an update on progress following the SWAP baseline maturity assessment in relation to Fraud which came before the Committee in September 2021.</p>   | <p>(Pages 75 - 94)</p> |



**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 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. 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.

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](mailto:governance@somersetwestandtaunton.gov.uk)

Any requests need to be received by 4pm on the day that provides 1 clear working day 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 Friday prior to the meeting.

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The meeting rooms, including the Council Chamber at The Deane House, are on the first floor and are fully accessible. Lift access to The John Meikle Room (Council Chamber), 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.

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For further information about the meeting, please contact the Governance and Democracy Team via email: [governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)

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