

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

To: MEMBERS OF THE COUNCIL

NB Background reports to items referred from Cabinet and Committees have been omitted from printed agenda packs.

Dear Sir/Madam

I hereby summon you to attend the Statutory Annual meeting of the Tonbridge and Malling Borough Council which will be held in the Council Chamber, Gibson Drive, Kings Hill on Wednesday, 17th May, 2023 at 7.30 pm.

Information on how to observe the meeting will be published on the Council's website.

The following business is proposed to be transacted:-

1. Guidance on the Conduct of Meetings 5 - 6

PART 1 - PUBLIC

2. Election of Mayor

To elect the Mayor for the municipal year 2023/24.

3. Vote of thanks to Retiring Mayor

To propose a vote of thanks to the outgoing Mayor.

4. Election of Deputy Mayor

To elect the Deputy Mayor for the municipal year 2023/24.

5. Apologies for absence 7 - 8

6. Minutes 9 - 16

To confirm as a correct record the Minutes of the meeting of Council held on 11 April 2023.

7. Mayor's Announcements

8. Returning Officer's Certificate To Follow
- To receive the Returning Officer's Certificate of the result of the elections.
- Document to follow
9. Election of Leader
- To elect the Leader for the ensuing four years.
10. Appointments to Cabinet 17 - 18
- Subject to the outcome of the above, the Council to note the Leader's appointment of a deputy executive leader and appointments to the Cabinet and the portfolios they will hold.
- Details of appointments will be set out on Annex 1 and circulated in advance of or at the meeting.
11. Changes to the Constitution - Electoral Changes To Follow
- Consideration of any recommended amendments to the Constitution arising from changes introduced by the Local Government Boundary Commission.
- Document to follow
12. Political Balance Arrangements To Follow
- To determine the political balance arrangements for the Council's committees, sub-committees, boards and panels.
- Document to follow
13. Appointments to Committees 19 - 20
- To consider the establishment and composition of the Committees of the Council and their sub-committees for the municipal year.
- Details of nominations will be set out on Annex 2 and circulated in advance of the meeting.
14. Appointments to Scrutiny Select Committees, Panels and Other Member Groups 21 - 22
- To appoint Scrutiny Select Committees, Advisory Panels and Other Member Groups for the municipal year.
- Details of nominations will be set out on Annex 3 and circulated in advance of the meeting.

15. Appointment of Chair and Vice-Chair 23 - 24
To appoint the Chair and Vice-Chair of each Committee.
Details of nominations will be set out on Annex 4 and circulated in advance of the meeting.
16. Appointments to Outside Bodies 25 - 26
To appoint representatives to serve on outside bodies.
Details of nominations will be set out on Annex 5 and circulated in advance of the meeting.
17. Appointment of Substitute Members 27 - 30
To appoint substitute Members to attend specific meetings in the absence of the ordinary Member.
Details of nominations will be set out on Annex 6 and circulated in advance of the meeting.
18. Scheme of Delegations 31 - 32
Members are invited to confirm the Scheme of Delegations in compliance with the Constitution.
19. Programme of Meetings 33 - 38
The programme of meetings for the municipal years 2023 - 2025 are attached for approval.
20. Audit Committee Annual Report 39 - 48
Recommendation of the Audit Committee (AU 23/14) held on 17 April 2023.
21. Sealing of Documents
To authorise the Common Seal of the Council to be affixed to any Contract, Minute, Notice or other document requiring the same.

JULIE BEILBY
Chief Executive
Tuesday, 9 May 2023

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GUIDANCE ON HOW MEETINGS WILL BE CONDUCTED

- (1) All meetings of the Borough Council will be livestreamed to YouTube here, unless there is exempt or confidential business be discussed:

<https://www.youtube.com/channel/UCPp-IJISNgoF-ugSzxjAPfw/featured>
- (2) There are no fire drills planned during the time a meeting is being held. For the benefit of those in the meeting room, the fire alarm is a long continuous bell and the exits are via the doors used to enter the room. An officer on site will lead any evacuation.
- (3) Should you need this agenda or any of the reports in a different format, or have any other queries concerning the meeting, please contact Democratic Services on committee.services@tmbc.gov.uk in the first instance.

Attendance:

- Members of the Committee/Advisory Board are required to attend in person and be present in the meeting room. Only these Members are able to move/ second or amend motions, and vote.
- Other Members of the Council can join via MS Teams and can take part in any discussion and ask questions, when invited to do so by the Chairman, but cannot move/ second or amend motions or vote on any matters. Members participating remotely are reminded that this does not count towards their formal committee attendance.
- Occasionally, Members of the Committee/Advisory Board are unable to attend in person and may join via MS Teams in the same way as other Members. However, they are unable to move/ second or amend motions or vote on any matters if they are not present in the meeting room. As with other Members joining via MS Teams, this does not count towards their formal committee attendance.
- Officers can participate in person or online.
- Members of the public addressing an Area Planning Committee can participate in person or online. Please contact committee.services@tmbc.gov.uk for further information.

Before formal proceedings start there will be a sound check of Members/Officers in the room. This is done as a roll call and confirms attendance of voting Members.

Ground Rules:

The meeting will operate under the following ground rules:

- Members in the Chamber should indicate to speak in the usual way and use the fixed microphones in front of them. These need to be switched on when speaking or comments will not be heard by those participating online. Please switch off microphones when not speaking.
- If there any technical issues the meeting will be adjourned to try and rectify them. If this is not possible there are a number of options that can be taken to enable the meeting to continue. These will be explained if it becomes necessary.

For those Members participating online:

- please request to speak using the 'chat or hand raised function';
- please turn off cameras and microphones when not speaking;
- please do not use the 'chat function' for other matters as comments can be seen by all;
- Members may wish to blur the background on their camera using the facility on Microsoft teams.
- Please avoid distractions and general chat if not addressing the meeting
- Please remember to turn off or silence mobile phones

Voting:

Voting may be undertaken by way of a roll call and each Member should verbally respond For, Against, Abstain. The vote will be noted and announced by the Democratic Services Officer.

Alternatively, votes may be taken by general affirmation if it seems that there is agreement amongst Members. The Chairman will announce the outcome of the vote for those participating and viewing online.

Apologies for absence

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TONBRIDGE AND MALLING BOROUGH COUNCIL

COUNCIL MEETING

MINUTES

Tuesday, 11th April, 2023

At the meeting of the Tonbridge and Malling Borough Council held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 11th April, 2023

Present: Her Worship the Mayor (Councillor Mrs S Bell), the Deputy Mayor (Councillor J R S Lark), Cllr Mrs J A Anderson, Cllr M C Base, Cllr Mrs P A Bates, Cllr R P Betts, Cllr T Bishop, Cllr M D Boughton, Cllr V M C Branson, Cllr G C Bridge, Cllr C Brown, Cllr R I B Cannon, Cllr M A Coffin, Cllr A Cope, Cllr R W Dalton, Cllr D A S Davis, Cllr M O Davis, Cllr S M Hammond, Cllr D Harman, Cllr M A J Hood, Cllr F A Hoskins, Cllr S A Hudson, Cllr D Keers, Cllr Mrs F A Kemp, Cllr A Kennedy, Cllr D W King, Cllr D Lettington, Cllr B J Luker, Cllr P J Montague, Cllr Mrs A S Oakley, Cllr W E Palmer, Cllr M R Rhodes, Cllr R V Roud, Cllr J L Sergison, Cllr K B Tanner, Cllr Mrs M Tatton, Cllr M Taylor, Cllr Miss G E Thomas, Cllr F G Tombolis and Cllr C J Williams.

Apologies for absence were received from Councillors P Boxall, A E Clark, D J Cooper, Mrs T Dean, N Foyle, N J Heslop, A P J Keeley, Mrs R F Lettington, H S Rogers, T B Shaw and D Thornevell.

(Note: Councillors Cooper and Foyle were unable to attend in person but listened to the debate via MS Teams).

PART 1 - PUBLIC

C 23/26 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

C 23/27 MINUTES

RESOLVED: That the Minutes of the proceedings of the meeting of the Council held on 21 February 2023 be approved as a correct record and signed by the Mayor.

C 23/28 MAYOR'S ANNOUNCEMENTS

The Mayor advised of a number of engagements attended since the last meeting of Council and made particular reference to the following civic and charity events:

- Charity Zumba Event at Larkfield Leisure Centre which had raised £1,060
- Valley Invicta Primary School at Kings Hill Opening of New Outside Area
- Annual Community Concert for Senior Citizens at Tonbridge School
- Unveiling of the Nations Table in the Nave at Rochester Cathedral
- Tonbridge Lions Club's Charter Night
- Heusenstamm Friendship Circles Dinner & AGM
- Mayor of Sevenoaks' International Women's Day Celebration Lunch
- Hillview School for Girls Dance Platform Event
- Tonbridge School's Reception & Concert
- Tonbridge Baptist Church Easter Crafts Session for Longmead Primary School
- TMBC's Tonbridge Jobs Fair and Snodland Jobs Fair
- Alzheimer/Dementia Drop in Centre Event at Spadework
- Visit to Cage Green Primary School
- The Declaration Ceremony of The High Sheriff of Kent
- LAMPS Production

Arrangements were being finalised for future civic and charity events and the following were noted:

- Mayor's Charity Afternoon Tea at Tonbridge School on 14 May 2023 (further details to follow)
- Annual Council – 17 May 2023

Finally, the Mayor thanked the Deputy Mayor for attending a number of events on their behalf.

C 23/29 QUESTIONS FROM THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 5.6

No questions were received from members of the public pursuant to Council Procedure Rule No 5.6.

C 23/30 QUESTIONS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE NO 5.5

No questions were received from Members pursuant to Council Procedure Rule No 5.5.

C 23/31 LEADER'S ANNOUNCEMENTS

The Leader delivered the following statement to the Council:

'Here we are, our final Council meeting of the 2019-2023 term of Tonbridge and Malling Borough Council. It has been a period in which this borough has changed beyond recognition and which I want to use my announcements tonight to reflect upon.

Four years ago, in May 2019, we all came here with a sense of purpose for what we wanted to achieve for our residents, ideas to make our towns and villages better. For some of us, who were elected for the first time in 2019, we had a clear vision of the change that we wished to make.

Then, in less than a year, the pandemic hit and everything changed. We saw this in our daily lives and also in our communities. As the local authority we had to take steps very quickly to make sure that day to day services did not grind to a halt.

I think we can all agree that Tonbridge and Malling Borough Council did an exceptional job through the pandemic. Whether it be making our borough safe again, providing millions of pounds of financial support to residents and businesses, or simply adapting our services to deal with the demands of the time. It was – in my opinion – a shining example of the role the public sector can play in co-ordinating and helping a borough, especially the most vulnerable.

The pandemic of course changed life for everyone, but it also made each of us reassess our priorities. The very way that we interact as a society has changed. We see this in the impact on some of our demand led services as well. We see tonnages in waste collections increase significantly and particularly during a period of lockdown, and yet demands for parking controls, for example, fall away particularly around stations. As a society I think we are still adapting to what the 'new normal' could be, and as a local authority, we have still got to do some adapting ourselves as well.

Reflecting on the pandemic, I cannot take any credit whatsoever for the leadership this Council provided, those thanks must go to my predecessor, Councillor Nicolas Heslop. It concluded an immensely successful 9 years as Leader and I am very sorry Councillor Heslop is standing down.

Councillor Heslop leads an illustrious list of members who won't be with us at Annual Council. I did a rough calculation earlier, and I reckon we are losing 212 years' worth of experience from Councillors in this Chamber next month, with 16 members not seeking re-election. This includes 4 former Mayors and decades of experience in the Cabinet or charring committees.

There is no doubt that the loss of so much experience in any organisation at one time presents a huge challenge for the council. So I would like to thank each and every member who is not seeking re-election for their contribution, however long you've been here. I know in my own group there are a lot of friends who are standing down who were very welcoming to me as a new member in 2019. I hope everyone is proud of all that they have achieved, however long they've been here, for their residents.

There will no doubt be others of us who are standing again who do not get re-elected on the 4th of May. I wish everyone the very best in their election campaigns. I for one hope to be here next month at Annual Council.

This means today could be my last Leader's Announcements. This will no doubt be the aim of all the opposition members, so I thought it useful to reflect on the 21 months I have held in the role, mainly so they know the state of play should they take over. It is fair to say that when I was elected 4 years ago I did not expect to be giving Leader's Announcements, until it actually happened I had not really prepared much for the role.

I did make a few pledges which I hope all members have seen that we stuck to. I said that we would develop policy more collaboratively, and I believe we have done just that. The regular Group Leaders meetings which did not happen before have been very useful and the Scrutiny Select Committees have given an opportunity for all members to set the agenda without being dominated by the Cabinet. I said the Council would modernise its practices and the report of the Corporate Peer Review in particular has helped us do that in so many ways.

As Leader I see my job set the strategic direction of the authority, and to lead from the front in delivery of high quality services. But this is not possible without an excellent team around me.

I'd like to thank all colleagues in the Conservative Group for placing their trust in me in July 2021, and for their loyalty, initiative and work ever since. It was a leap into the unknown for this Council and the Group to decide to elect the youngest and one of the newest members to lead it, but I do hope I have repaid that faith. To Councillors David Lettington and Martin Coffin who served brilliantly as Deputies and to all of those who served in Cabinet as well, I am very grateful for each of your leadership in your portfolios. To all of those who have chaired committees and contributed in any way, thank you for keeping me on my toes and for providing a leading role in policy formulation.

I'd like to thank all members across the Council for their support, encouragement and – on the whole – co-operation.

I've tried to be an outward looking Leader who spends as little time as possible in this building, and as much time as possible across Tonbridge and Malling. That is something I hoped to have achieved as well and I'm immensely grateful for the support of all residents up and down the borough during my tenure. I've been open, upfront and honest where there have been challenges and always gone out of my way to listen to the views of local people where issues arise.

There is also a group of people who deserve particular praise at this meeting, but seldom receive it. They are the officers of this Council. It is a competitive market and with regional recruitment and retention difficulties that we see in particular in some services and it does take a special type of commitment to work for a local authority. The temptation no doubt must be to head elsewhere, particularly when there is unfair criticism aimed at officers, which does happen on a daily basis from my experience as well.

The dedication of our officers is second to none. Everyone who I have worked closely with in the officer team has demonstrated this. I have been open to ideas and challenge privately, and I believe a strong mutual understanding and trust has developed. I hope all of the Management Team here tonight and their colleagues through their Service Management Teams and throughout the organisation would accept my thanks for all of the assistance they have provided to me, to the administration and to all members over that time, and obviously I hope to continue working with you after the election.

It is because of this that we have been able to deliver on the priorities of residents across Tonbridge and Malling. And there is so much we can be proud of together over the last 4 years.

Not only the millions distributed during the pandemic, but more recently the cost of living support. £25 million in housing benefit, £7 million in Council Tax support, £260,000 in low income vouchers, to name just three.

We have achieved this while remaining a debt free authority and keeping our council tax increase below inflation.

We've listened and brought people with us. To achieve thousands of responses to a Local Plan Regulation 18 consultation shows people are listening and want to be engaged. They heard our 'brownfield first' message and how this Council has spoken for people during this process.

At the start of this term we hadn't made any progress in dealing with Climate Change. Now look at us. A dedicated Cabinet Member who has run a carbon neutral business for over a decade, and an ambitious action plan that we are delivering.

We've installed electric charging points across the borough, planted thousands of trees, given green business grants to local businesses, put hundreds of PV panels on our buildings and were the first local authority in the South East to build its own eco-café at Leybourne Lakes.

This shows that we can be sustainable and support businesses. We've played a proactive role in developing Tonbridge Trade Park and working with the Arch Company to renovate Railway Approach in Tonbridge, we've secured the massive jobs boost at Panattoni Park in Aylesford to give thousands of local people the opportunity for local, skilled jobs.

We've supported the Leisure Trust through its most challenging times and seen regional and national accreditation for facilities at Larkfield Leisure Centre, Tonbridge Swimming Pool, Leybourne Lakes and Haysden Country Park. With our own award-winning parks Tonbridge and Malling Borough Council, either directly or through the Leisure Trust, leads the way in maintenance and provision of Leisure Facilities and Open Spaces.

And, most importantly, we have delivered what I said was the top priority in July 2021 when I took over as Leader and seen a significant improvement in the waste collection service. Re-rounding later this year will make collections even more efficient and we've ramped up our enforcements on litter and fly-tipping, clamping down on those who damage our environment.

We have made an awful lot of progress in two years that we should all be proud of. It is why I am keen that we have the opportunity to lead for another 4 years and to do even more to support our communities.

The steps taken in the past 4 years and in the 2 since I became Leader have been significant. Whether it is with me at the helm or not, transformation will be a key and critical theme of this Council after the elections. All elected members and officers will need to think about this very carefully, and boldly. But we have shown we can do it and there is nothing to fear.

Can I reiterate my thanks to all of those members who are retiring for all the work they have done to serve their communities with distinction for so long, and can I wish all re-standing members the very best of luck with their election campaigns.'

The Leader's Announcements were available on the Borough Council's [YouTube channel](#).

MATTERS FOR DECISION**C 23/32 PROGRAMME OF MEETINGS 2023 - 2025**

The proposed programme of meetings for the municipal years 2023/24 and 2024/25 were presented for consideration and were attached as Annexes 1 and 2 respectively. Management Team, Senior Officers and Cabinet Members had been consulted on the proposed dates. Subject to any amendments identified by Members the programmes would be presented to Annual Council for endorsement.

It was the responsibility of the annual meeting of the Council to approve a programme of meetings for the coming year. However, it was considered sensible to present the programmes to this meeting to allow time for any proposed revisions to be made.

As a result of the local election on Thursday 4 May 2023 and the Coronation Bank Holiday on Monday 8 May 2023, there had been a number of changes to the programme previously agreed in 2022 and Members attention was drawn to the amendments as detailed in paragraph 1.1.2 of the report.

In addition, the budget setting cycle for 2024 was subject to confirmation of dates for Kent County Council, Kent Police and Kent Fire and Rescue Service budget meetings. Currently, the provisional Borough Council programme allowed for Cabinet on 11 February 2024 and Council on 18 February 2024 and remained subject to change.

RESOLVED: That

- (1) the programme of meetings for 2023/24 (as set out in Annex 1) be approved and presented to Annual Council for endorsement; and
- (2) the draft programme of meetings for 2024/25 (as set out in Annex 2) be agreed, subject to final approval at Annual Council in May 2023.

C 23/33 ANIMAL LICENSING POLICY CONSULTATION

Item LA 23/4 referred from Licensing and Appeals Committee minutes of 28 March 2023.

RESOLVED: That the recommendations at Minute LA 23/4 be approved.

C 23/34 DECISIONS TAKEN UNDER EMERGENCY OR URGENCY PROVISIONS

Members noted that decision number D230019URG in respect of development management agency costs had been undertaken under urgency provisions as it was a departure from the Borough Council's adopted Budget and Policy Framework and in accordance with paragraph 4 of the Budget and Policy Framework Procedure Rules.

The reasons why this was considered an urgent decision were set out in the published Notice but related to maintaining service provision and performance.

C 23/35 SEALING OF DOCUMENTS

RESOLVED: That authority be given for the Common Seal of the Council to be affixed to any instrument to give effect to a decision of the Council incorporated into these Minutes and proceedings.

The meeting ended at 8.00 pm

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

17 May 2023

Report of the Director of Central Services and Deputy Chief Executive

Part 1- Public

Matters For Decision

1 APPOINTMENTS TO CABINET 2023/24

The Council are asked to note the appointments made by the Leader to the Cabinet and the portfolios they will hold.

- 1.1.1 The Executive carry out the functions that are not the responsibility of any other part of the Borough Council, whether by law or in accordance with Article 6 of the Constitution.
- 1.1.2 Cabinet members are appointed annually by the Leader and will normally hold office until the next Annual meeting of Council when they be may be re-appointed.
- 1.1.3 Political balance requirements of Section 15 of the Local Government and Housing Act 1989 do not apply to the composition of the Executive.
- 1.1.4 The Leader recommends for adoption at the Annual meeting of Council a Scheme of Delegation (set out in Part 3 of the Constitution) advising which Cabinet Members are responsible for particular executive functions.
- 1.1.5 The appointments to Cabinet made by the Leader are set out at Annex 1.

1.2 Legal Implications

- 1.2.1 N/A

1.3 Financial and Value for Money Considerations

- 1.3.1 N/A

1.4 Risk Assessment

- 1.4.1 N/A

1.5 Equality Impact Assessment

- 1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.6 Recommendations

- 1.6.1 That the appointments to Cabinet for the municipal year 2023/24 be noted, as set out at Annex 1 to the report.

Background papers:

contact: Allison Parris

Nil

Adrian Stanfield

Director of Central Services and Deputy Chief Executive

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

17 May 2023

Report of the Director of Central Services and Deputy Chief Executive

Part 1- Public

Matters For Decision

1 APPOINTMENTS TO COMMITTEES 2023/25

At each Annual meeting of the Council and beginning of the municipal year, Members are asked to approve the membership of Committees in accordance with the Terms of Reference and delegated responsibilities set out in the Constitution.

1.1.1 In order for the Council to conduct its business, formal appointments are required for each Committee to reflect the determined political balance arrangements.

1.1.2 Details of the Borough Council's current political balance arrangements are set out elsewhere on the agenda.

1.1.3 The functions for which Committees have delegated responsibility are set out in Part 3 of the Constitution.

1.1.4 Each Group Leader has considered the membership of Committees and the nominations received are set out in Annex 2.

1.2 Legal Implications

1.2.1 N/A

1.3 Financial and Value for Money Considerations

1.3.1 N/A

1.4 Risk Assessment

1.4.1 N/A

1.5 Equality Impact Assessment

1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.6 Recommendations

- 1.6.1 That the appointments to Committees for the municipal year 2023/24 be approved, as set out at Annex 2 to the report.

Background papers:

contact: Allison Parris

Nil

Adrian Stanfield

Director of Central Services and Deputy Chief Executive

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

17 May 2023

Report of the Director of Central Services and Deputy Chief Executive

Part 1- Public

Matters For Decision

1 APPOINTMENTS TO SCRUTINY SELECT COMMITTEES, PANELS AND OTHER MEMBER GROUPS

At each Annual meeting of the Council and beginning of the municipal year, Members are asked to approve the membership of Scrutiny Select Committees, Panels and Other Member Groups in accordance with the Terms of Reference and delegated responsibilities set out in the Constitution.

- 1.1.1 In order for the Council to conduct its business, formal appointments are required for each Scrutiny Select Committee, Panel and Other Member Group to reflect the determined political balance arrangements (where they apply).
- 1.1.2 Details of the Borough Council's current political balance arrangements are set out elsewhere on the agenda.
- 1.1.3 The main function of Scrutiny Select Committees, Panels and Other Member Groups is to advise the Executive in accordance with Part 3 of the Constitution.
- 1.1.4 It should be noted that there is no requirement for the Parish Partnership Panel or Tonbridge Community Forum to be politically balanced as they are for the exchange of information and discussion with parish councils and Tonbridge based organisations.
- 1.1.5 Each Group Leader has considered the membership of Scrutiny Select Committees, Panels and Other Member Groups and the nominations received are set out in Annex 3.

1.2 Legal Implications

- 1.2.1 N/A

1.3 Financial and Value for Money Considerations

- 1.3.1 N/A

1.4 Risk Assessment

1.4.1 N/A

1.5 Equality Impact Assessment

1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.6 Recommendations

1.6.1 That the appointments to Scrutiny Select Committees, Panels and Other Member Groups for the municipal year 2023/24 be approved, as set out at Annex 3 to the report.

Background papers:

contact: Allison Parris

Nil

Adrian Stanfield

Director of Central Services and Deputy Chief Executive

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

17 May 2023

Report of the Director of Central Services and Deputy Chief Executive

Part 1- Public

Matters For Decision

1 APPOINTMENT OF CHAIR AND VICE-CHAIR 2023/24

At each Annual meeting of the Council and beginning of the municipal year, Members are asked to approve the appointment of Chair and Vice-Chair for Committees, Panels and Other Member Groups for the forthcoming year.

- 1.1.1 In order for the Council to conduct its business, formal appointments are required for each Committee, Panel and Other Member Group.
- 1.1.2 The role of the Chair is to manage the conduct of the meeting and ensure they are conducted in an orderly manner and in accordance with the Committee Procedure Rules set out in Part 4 of the Constitution.
- 1.1.3 The nominations for Chair and Vice-Chair are set out in Annex 4.

1.2 Legal Implications

- 1.2.1 N/A

1.3 Financial and Value for Money Considerations

- 1.3.1 N/A

1.4 Risk Assessment

- 1.4.1 N/A

1.5 Equality Impact Assessment

- 1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.6 Recommendations

- 1.6.1 That the appointments to serve as Chair and Vice-Chair for the municipal year 2023/24 be approved, as set out at Annex 4 to the report.

Background papers:

contact: Allison Parris

Nil

Adrian Stanfield

Director of Central Services and Deputy Chief Executive

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

17 May 2023

Report of the Director of Central Services and Deputy Chief Executive

Part 1- Public

Matters For Decision

1 APPOINTMENTS TO OUTSIDE BODIES 2023/24

At each Annual meeting of the Council and beginning of the municipal year, Members are asked to approve appointments to Outside Bodies for the forthcoming year.

1.1.1 Representatives are appointed to outside bodies to express the views of the Borough Council to those bodies on the work they undertake. There is also the opportunity to receive feedback on any issues emerging from those bodies that relate to Council activities.

1.1.2 The nominations for appointments to Outside Bodies are set out in Annex 5.

1.2 Legal Implications

1.2.1 N/A

1.3 Financial and Value for Money Considerations

1.3.1 Whilst there are no direct financial implications arising from this report it should be noted that there might be some minor expenditure related to mileage and other claims for expenses.

1.4 Risk Assessment

1.4.1 N/A

1.5 Equality Impact Assessment

1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.6 Recommendations

- 1.6.1 That the appointments to Outside Bodies for the municipal year 2023/24 be approved, as set out at Annex 5 to the report.

Background papers:

contact: Allison Parris

Nil

Adrian Stanfield

Director of Central Services and Deputy Chief Executive

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

17 May 2023

Report of the Director of Central Services and Deputy Chief Executive

Part 1- Public

Matters For Decision

1 APPOINTMENT OF SUBSTITUTE MEMBERS

1.1 **Substitute members have all the powers and duties of any primary ordinary member of the Board or committee but cannot exercise any special powers or duties exercisable by the person they are substituting e.g. they cannot act as Chair of a committee if they are substituting for a member who has been appointed by Council as the Chair of that committee. However, in the absence of both the Chair and Vice-Chair from a meeting it would be necessary to appoint a Chair for the meeting – this person may be drawn from any members (including any substitute members) present.**

1.1.1 Members are reminded that any substitute members need to be physically present in the Council Chamber in order for their formal attendance to be recorded and to exercise their right to vote. It will not be possible for substitute members to attend remotely.

1.1.2 The substitute members are named and appointed at the same time as the regular committee membership at annual Council. This method has the advantage of certainty in that the identity of the substitute members is publicised in advance. In the event that an ordinary Committee or Board member were unable to attend a specific meeting, one of the appointed substitutes (from within the same political group) could attend the meeting in their place, subject to the appropriate notification procedures (see paragraph 1.3.1 below).

1.1.3 Each political group is permitted to nominate up to 5 substitute members on each Committee (subject to the exceptions set out at paragraph 1.2.1 below).

1.2 **Exceptions**

1.2.1 There are a number of exceptions to the substitution rules:-

(a) The Cabinet is not lawfully able to have substitutes;

(b) The Licensing Act 2003 does not allow for the use of a formal substitution process for the Council's Licensing & Appeals Committee or any of its

panels dealing with alcohol, entertainment or gambling licensing (although the panels are drawn on a case-by-case basis from the membership of the Licensing & Appeals Committee so substitutions are not likely to be necessary);

- (c) Substitution cannot occur at full Council meetings;
- (d) Constitutionally, the Terms of Reference for the Audit Committee and the Overview & Scrutiny Committee prevent Cabinet Members from being a member of these Committees. Cabinet Members would not therefore be able to act as substitute members. Similarly, Cabinet Members are unable to chair Scrutiny Select Committees and have not been appointed as ordinary or substitute members.
- (e) Given the criteria set out in the Constitution for membership of the Council's 3 Area Planning Committees i.e. each of the 3 Committees contain only elected members from specific wards of the Borough there are no substitute members appointed to Area Planning Committees.

1.3 Notification Procedure at meetings

1.3.1 The following provisions are made within the rules:-

- (a) Substitute Members may attend meetings in that capacity only
 - if the substitution is notified at the commencement of the meeting;
 - at the commencement of a reconvened meeting; or
 - immediately upon the substitute member arriving at the meeting
- (b) Once the meeting has been informed of the appointment of a substitute Member, the original Member may not resume membership of the Committee until after the conclusion of the meeting;

1.4 Legal Implications

1.4.1 N/A

1.5 Financial and Value for Money Considerations

1.5.1 N/A

1.6 Risk Assessment

1.6.1 N/A

1.7 Equality Impact Assessment

1.7.1 N/A

1.8 Policy Considerations

1.8.1 As set out in the Constitution

1.9 Recommendations

1.9.1 That the appointments for substitute members for the municipal year 2023/24 be approved, as set out at Annex 6 to the report

Background papers:

Nil

contact: Allison Parris
Principal Democratic Services
Officer

Adrian Stanfield
Director of Central Services and Deputy Chief Executive

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Scheme of Delegations (as set out in the [Constitution](#))

- (a) To agree those parts of the scheme of delegation set out in Part 3 of the Constitution which are for the Council to approve (Responsibility for Council Functions).
- (b) To receive the Leader's recommendations concerning the arrangements for decision-making by individual executive Members set out in Part 3 of the Constitution (Responsibility for Executive Functions and Portfolios of Cabinet Members).
- (c) The re-adoption of the current scheme of delegation to officers in respect of executive functions set out in Part 3 of the Constitution (Functions and Powers Delegated to Officers).

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TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

17 May 2023

Report of the Director of Central Services and Deputy Chief Executive

Part 1- Public

Matters For Decision

1 PROGRAMME OF MEETINGS 2023/25

The programme of meetings for the municipal years 2023-25 is attached for approval.

1.1.1 The programme of meetings was approved by Council on 11 April 2023 to go forward to the meeting of Annual Council for adoption.

1.1.2 There were no changes required to be made and the final programme is attached at Annexes 1 and 2 for adoption.

1.1.3 Any additional meetings required to be made to the programme will be set up in consultation with the relevant Chair, the Leader and Cabinet Member.

1.1.4 Democratic Services will continue to review the cycle for Committees with Services to ensure an even spread of meetings where possible throughout the year.

1.2 Legal Implications

1.2.1 The Borough Council is under a legal duty to hold an Annual meeting during a particular period (April/May) and to set the budget and council tax by a specific date (February). The programme proposed meets these requirements.

1.2.2 It is also the responsibility of the Annual meeting to agree and confirm the Borough Council's programme of meetings for the forthcoming year.

1.3 Financial and Value for Money Considerations

1.3.1 N/A

1.4 Risk Assessment

1.4.1 N/A

1.5 Equality Impact Assessment

1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.6 Recommendations

1.6.1 That the Programme of Meetings for 203/25 (as set out in Annexes#) be approved.

Background papers:

Nil

contact: Allison Parris
Democratic Services

Adrian Stanfield

Director of Central Services and Deputy Chief Executive

Timetable of Meetings 2023-24

Annex 8

Meeting	Day	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024	April 2024	May 2024
Council	<i>Tue</i>		11			24				20		9	14
Cabinet	<i>Tue</i>	6	4		5	3	7		9	13	5	2	
Overview and Scrutiny Committee	<i>Thurs</i>	29			14		16		25			4	
Area 1 Planning Committee	<i>Thurs</i>	22		3	7	19	30		11	15	28		23
Area 2 Planning Committee	<i>Wed</i>	28		9	20		1	6	17	21		3	29
Area 3 Planning Committee	<i>Thurs</i>	8	13	17	28		9	14		1	14	18	
Audit Committee	<i>Mon</i>		24		25				15			15	
General Purposes Committee	<i>Wed</i>		12			11			24		13		
Joint Standards Committee	<i>Mon</i>		3						22				
Licensing and Appeals Committee	<i>Tue</i>		5		27		29				26		
Community and Environment	<i>Wed</i>	14	19		21		8			7			22
Finance, Regeneration & Property	<i>Tue</i>	13	25		19		14			28			28
Housing and Planning	<i>Tue</i>	7	18		26			12			19		21
Advisory Boards and Panels:													
JECC (Member) 0930	<i>Thur</i>									22			
JECC (OWG) 0930*	<i>Thur</i>	8			7		16						
Joint Transportation Board	<i>Mon</i>	5			18			4			4		
Parish Partnership Panel	<i>Thurs</i>	15		31*			2			8*			30
Tonbridge Community Forum	<i>Mon</i>	12			4		27*			26			20*

Timetable of Meetings 2023-24

Meeting	Day	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024	April 2024	May 2024
Elections (Borough + Parish)	<i>Thur</i>												
Bank Holidays	-			28				25/26	1		29	1	6/27

Monday	Tuesday	Wednesday	Thursday
Annual	Budget	Tonbridge based location where possible	No Member attendance (internal Management/staff meeting) – 0930 start

*meeting to be held online

Dates in red font represent budget setting cycle.

Note : The following changes have been made to the approved programme for June 2023 as a result of the Coronation Bank Holiday (8 May) and local elections:

- Tonbridge Community Forum moved from 8 May to 12 June
- Parish Partnership Panel moved from 18 May to 15 June

Timetable of Meetings 2024-25

Annex 9

Meeting	Day	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	March 2025	April 2025	May 2025
Council	Tue		9			22				18		8	13
Cabinet	Tue	4	2		3	1	5		7	11	4	1	
Overview and Scrutiny Committee	Thurs	27			12		14		23			3	
Area 1 Planning Committee	Thurs	20		1	5	17	28		9	13	27		22
Area 2 Planning Committee	Wed	26		7	18	30		4	15	19		2	28
Area 3 Planning Committee	Thurs	6	11	15	26		7	12	30		13	11	
Audit Committee	Mon		22		23				13			14	
General Purposes Committee	Wed	12				9			22		12		
Joint Standards Committee	Mon	5							20				
Licensing and Appeals Committee	Tue	11			25		27				25		
Community and Environment	Wed		17		19		6			5			21
Finance, Regeneration & Property	Tue		23		17		12			25			27
Housing and Planning	Tue		16		24			10			18		20
JECC (Member) 0930	Thur									20			
JECC (OWG) 0930*	Thur	6			5		14						
Joint Transportation Board	Mon				16			2			3		
Parish Partnership Panel	Thurs			29*			21			6*			29
Tonbridge Community Forum	Mon				2		25*			24			19*

Timetable of Meetings 2024-25

Meeting	Day	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	March 2025	April 2025	May 2025
Elections (Borough + Parish)	<i>Thur</i>												
Bank Holidays	-			26				25/26	1			18/21	5/26

Monday	Tuesday	Wednesday	Thursday
Annual	Budget	Tonbridge based location where possible	No Member attendance (internal Management/staff meeting) – 0930 start

*meeting to be held online

AUDIT COMMITTEE ANNUAL REPORT

Item AU 23/14 referred from Audit Committee of 17 April 2023

The report of the Chairman of the Audit Committee aimed to inform the Council of the means by which the Committee had provided independent assurance to those charged with governance on the adequacy of the risk management framework, the internal control environment and the integrity of financial reporting and annual governance processes. The report summarised the work carried out by the Committee during 2022/23 and concluded that the required assurance, as defined in the Chartered Institute of Public Finance and Accountancy (CIPFA) Guidance, had been provided by the Audit Committee to those charged with governance.

RECOMMENDED: That the Annual Report be presented to the Council as independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. ◀

* Referred to Council

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TONBRIDGE & MALLING BOROUGH COUNCIL

AUDIT COMMITTEE

17 April 2023

Report of the Chair of the Audit Committee

Part 1- Public

Matters for Recommendation to Council

1 AUDIT COMMITTEE ANNUAL REPORT

This report is produced to inform Council on how the Audit Committee has provided independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. It is recommended that the Audit Committee agree that this report is presented to Council to support this assurance.

1.1 Introduction

- 1.1.1 The Accounts & Audit (England) Regulations impose a responsibility on a local authority “for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body’s functions and which includes arrangements for the management of risk.”
- 1.1.2 The Chartered Institute of Public Finance & Accountancy (CIPFA) sets out the role of Audit Committees in their Practical Guidance for Local Authorities 2018. This states that “*the purpose of the Audit Committee is to provide to those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.*”
- 1.1.3 The Audit Committee comprises nine Members. The Committee has four planned meetings each year at which reports submitted by Officers and the External Auditor are considered. By consideration of these reports and matters raised within them it is considered that the Audit Committee fulfils the core functions of an Audit Committee as set out in the CIPFA Guidance and is able to give independent assurance to the Council to meet the requirements of the Accounts & Audit (England) Regulations.
- 1.1.4 The core functions of the Audit Committee are dealt with in the following paragraphs.

1.2 Assurance Statements

- 1.2.1 In July 2022 the Committee endorsed the revised Local Code of Corporate Governance that sets out how the Council will comply with the principles of the 2016 CIPFA/SOLACE (Society of Local Authority Chief Executives) “Delivering Good Governance in Local Government Framework 2016”.
- 1.2.2 The Committee is required to consider and approve the contents of the Annual Governance Statement (AGS), which took place in July 2022. The AGS explains how the Council complies with the Local Code of Corporate Governance and the Accounts & Audit Regulations.
- 1.2.3 The AGS is supported by signed Assurance Statements provided by members of the core Management Team and the three statutory officers and is prepared by way of a self-assessment questionnaire and supporting evidence. No significant concerns were raised as a result of this exercise.
- 1.2.4 In July 2022 the Committee considered and endorsed management responses to Informing the Audit Risk Assessment 2021/22 in respect of the audit of the financial statements.

1.3 Internal Audit Function

- 1.3.1 The Audit Committee has a role in relation to the Council’s Internal Audit function to: -
- Oversee its independence, objectivity, performance and professionalism.
 - Support the effectiveness of the Internal Audit process.
 - Promote the effective use of Internal Audit within the assurance framework.
- 1.3.2 The Audit Committee received a number of reports to oversee the role of the Internal Audit function.
- 1.3.3 The Annual Internal Audit and Fraud Plan for 2022/23 was presented to the Audit Committee in April 2022 and they were able to consider the content prior to recommending approval.
- 1.3.4 In July 2022 the Audit Committee was presented with a report from the Chief Audit Executive as a summary of supporting evidence to the AGS. This report gave the Chief Audit Executive’s opinion that the Council had maintained an adequate and effective internal control environment.
- 1.3.5 The Audit Committee is required to consider the effectiveness of Internal Audit on an annual basis. This review was based upon evidence produced and the view of Management Team. A report was submitted to the Audit Committee in July 2022 which reported that Management Team opinion on the effectiveness of Internal

Audit was "Good". Members considered the findings of this review and endorsed the opinion that the effectiveness of Internal Audit was "Good".

- 1.3.6 As part of the Public Sector Internal Audit Standards (PSIAS), Internal Audit is required to maintain a Quality Assurance and Improvement Programme (QAIP), which is overseen by the Audit Committee. The QAIP summarises all of the measures in place to enable an evaluation of the internal audit activity's conformance with the PSIAS. The programme also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement and learning for the team.
- 1.3.7 The PSIAS require an independent external quality assessment (EQA) to be undertaken at least every five years. The most recent independent EQA was undertaken in February to March 2021 and an improvement plan developed in response to the recommendations raised in the assessment.
- 1.3.8 The Audit Committee was given a report in July 2022 on the work completed by Internal Audit and Fraud in the previous year that detailed how resources had been used. The report also covered a number of performance measures to assist the Audit Committee to assess the performance and effectiveness of the function.
- 1.3.9 The Internal Audit Charter is a key document in the delivery of Internal Audit setting out the purpose, authority and responsibilities of the service which was subject to review at the April 2022 meeting of the Audit Committee.
- 1.3.10 The Internal Audit Charter gives the Audit and Assurance Manager (on behalf of the Chief Audit Executive) the right to raise issues directly with the Chair of the Audit Committee if considered necessary. This would only occur in circumstances where the Audit and Assurance Manager considered that the Chair of the Audit Committee needed to be made aware of significant assurance concerns. There have not been any instances where this has been considered necessary.
- 1.3.11 Throughout the year the Audit Committee received a number of reports updating Members of the progress of work carried out by Internal Audit and Fraud against the Annual Plan. These reports informed the Audit Committee of Internal Audit's opinion on the audits undertaken and gave additional information where a limited or no assurance was given.

1.4 Audit Committee Responsibilities

- 1.4.1 The responsibilities of the Audit Committee are set out in the Constitution of the Council.

1.5 Risk Management Arrangements and Control Environment

- 1.5.1 The Audit Committee is required to consider the effectiveness of the council's risk management arrangements and the control environment. The Members are required to review the risk profile for the Council and seek assurances that action

is being taken on risk-related issues, including partnerships with other organisations.

- 1.5.2 The risk profile for the Council is undertaken as part of the audit needs assessment to identify those areas where Internal Audit is most effective.
- 1.5.3 The Risk Management Strategy is the framework for setting out the responsibilities for ensuring that a sound risk management process is in place. The strategy is reviewed by the Audit Committee on an annual basis and this review took place in January 2023.
- 1.5.4 The Risk Management Strategy requires Management Team to escalate any relevant risks to the Strategic Risk Register (SRR) for reporting to this Committee with changes highlighted. The SRR is considered to be a 'live' document and is updated, as often as is required, by the Management Team. An update of the current strategic risks and how they are being managed is reported to each meeting of the Committee.
- 1.5.5 The strategy states that Audit Committee Members will receive risk management training during their term of office. This training was delivered by Zurich Municipal (the Council's Insurers) in October 2019 following the May Local Elections.
- 1.5.6 The Insurance Officer maintains a record of all claims made against the Council which are reported to the Audit Committee half-yearly. These reports also inform Members of the steps being taken to minimise similar claims being made.
- 1.5.7 All reports to Council require a risk assessment of the issues involved to be reported as part of the consideration of the report.

1.6 Assurance Framework and Planning

- 1.6.1 The assurance framework is the overall process that provides evidence to support the AGS. The Audit Committee has a responsibility to understand what assurance is available to support the AGS.
- 1.6.2 The AGS was presented to Members at the meeting of July 2022. The supporting evidence to the AGS consisted of a document setting out the areas of the assurance framework to be considered with an explanation of evidence that supported the conclusions of the AGS.

1.7 Value for Money and Best Value

- 1.7.1 One specific area for the Audit Committee should be consideration of the external auditor opinion on value for money as set out in the codes of audit practice. In addition, the Audit Committee should consider what other assurances are available in relation to identified value for money risks and highlight areas for improvement. (CIPFA Audit Committee Guidance).

- 1.7.2 The Auditor's Annual Report for the year ended 31 March 2022 on the Authority's overall arrangements for securing economy, efficiency and effectiveness in its use of resources was presented to the Audit Committee at their meeting in January 2023 where no significant weaknesses in arrangements were identified, but a number of improvement recommendations made.
- 1.7.3 As part of the embedded system for achieving value for money all Council reports contain a section where value for money is considered.

1.8 Countering Fraud, Bribery and Corruption

- 1.8.1 The Audit Committee role is defined as having an oversight of the strategy to counter fraud and to assess whether or not it meets recommended practice and standards.
- 1.8.2 The Audit Committee is responsible for the review of the policies relating to countering fraud, bribery and corruption and anti-money laundering. In January 2023 it reviewed the Whistleblowing Policy including an external policy to support the public who may witness wrongdoing and recommended they be endorsed by the General Purposes Committee.
- 1.8.3 The Audit Committee also receives updates on the progress of the National Fraud Initiative results and other work undertaken by the Fraud Team as part of the audit and fraud updates to every meeting. The work of the Fraud Team reported to the Committee in 2022/23 include amounts to be recovered and increased annual liability due to fraud and error. Details of amounts to be recovered, increased annual liability and civil penalties issued for the year 2022/23 can be found in the internal audit and counter fraud update report elsewhere on this agenda.
- 1.8.4 The Whistleblowing Policy requires the Audit Committee to be informed of the outcome of any investigations arising from concerns raised under it. No such matters have been drawn to the attention of the Committee in the period covered by the report.

1.9 External Audit

- 1.9.1 The Audit Committee should receive all reports from the external auditor and monitor action to be taken that arises from them.
- 1.9.2 The Audit Committee has received copies of all external auditor reports during the year and has been able to consider the content. The external auditor provides a representative to all Audit Committee meetings where the Audit Committee is able to raise questions regarding the content of reports.

1.10 Financial Reporting

- 1.10.1 Local Authority accounts are produced in line with guidance set out by CIPFA. The role of the Audit Committee with regard to these financial statements is not

one of detailed knowledge of this guidance but is more aligned to focus on financial reporting and financial governance rather than on the wider issues of spending and performance.

1.10.2 The CIPFA Guidance identifies areas that the Audit Committee should be concerned with as follows: -

- reviewing the narrative report to ensure consistency with the statements and the financial challenges and risks facing the Council in the future
- reviewing whether the narrative report is readable and understandable by a lay person
- identifying the key messages from each of the financial statements and evaluating what that means for the Council in future years
- monitoring trends and reviewing for consistency with what is known about financial performance over the course of the year
- reviewing the suitability of accounting policies and treatments
- seeking explanations for changes in accounting policies and treatments
- reviewing major judgemental areas, e.g. provisions
- seeking assurances that preparations are in place to facilitate the external audit.

1.10.3 The Audit Committee received the Statement of Accounts 2021/22 at the meeting of September 2022. This report gave the Audit Committee assurance that the accounts were presented in compliance with required legislation and best practice guidance. Following consideration of the accounts and a detailed report giving evidence of how compliance is achieved the Audit Committee agreed to endorse the Statement of Accounts and supporting documents. This was accompanied by the Audit Findings Report from the external auditor on the outcome of the audit of the accounts, and subsequently issued an unqualified audit opinion on the financial statements.

1.10.4 This was followed by the Auditor's Annual Report in January 2023 on the Authority's overall arrangements for securing economy, efficiency and effectiveness in its use of resources where no significant weaknesses in arrangements were identified, but a number of improvement recommendations made.

1.11 Partnership Governance

- 1.11.1 The latest CIPFA Guidance identifies that the Audit Committee should review assurances over partnerships to ensure that arrangements are satisfactorily established and are operating effectively.
- 1.11.2 The arrangements for significant partnerships are covered as part of the audit planning process and covered within individual audits as appropriate.

1.12 Treasury Management

- 1.12.1 Although it is not included as a core objective of the Audit Committee, the CIPFA Guidance recognises that Treasury Management scrutiny may be a function of some Audit Committees to meet the requirements of the CIPFA Treasury Management Code of Practice.
- 1.12.2 The Committee receive regular updates on Treasury Management including the treasury management mid-year review and annual report. At the meeting of January 2023 Members of the Audit Committee reviewed the Treasury Management and Annual Investment Strategy for 2023/24 and recommended to Cabinet it be adopted by full Council.

1.13 Training

- 1.13.1 The Chair and Members of the Audit Committee receive in-house and or external training at varying intervals to assist with the understanding of the issues considered.
- 1.13.2 Training on the Statement of Accounts, Risk Management and Treasury Management was provided following the May 2019 Local Elections. Further training needs addressed as and when required.

1.14 Conclusion

- 1.14.1 The evidence in the preceding paragraphs explains how the Audit Committee has overseen the core functions of an Audit Committee as defined in the CIPFA Guidance.
- 1.14.2 As stated at 1.1.2 the CIPFA Guidance identifies that the purpose of the Audit Committee 'is to provide to those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.' This report acts to provide that independent assurance to Council.

1.15 Legal Implications

- 1.15.1 The Audit Committee role is based upon the CIPFA Guidance and meets the requirements of the Accounts & Audit (England) Regulations.

1.16 Financial and Value for Money Considerations

1.16.1 The Audit Committee has a role considering the external opinion on value for money. This has been undertaken as outlined in section 1.7 of this report.

1.17 Risk Assessment

1.17.1 The Audit Committee consideration of risk assessment is covered in section 1.5 of this report.

1.18 Equality Impact Assessment

1.18.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.19 Recommendations

1.19.1 That Members of the Audit Committee consider this report and recommend that it is presented to Council to provide independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.

Background papers:

contact: Ann Kemp

Nil

Councillor Ann Kemp
Chair of the Audit Committee