

NOTICE OF MEETING

GOVERNANCE & AUDIT COMMITTEE

FRIDAY 27 JANUARY 2012 AT 3 PM

CONFERENCE ROOM A, 2ND FLOOR, CIVIC OFFICES, PORTSMOUTH

Telephone enquiries to Vicki Plytas, Customer, Community & Democratic Services on
023 9283 4058

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Membership

Councillor Terry Hall (Chair)
Councillor David Fuller (Vice-Chair)
Councillor Michael Andrewes
Councillor John Ireland
Councillor Donna Jones
Councillor Robert New

Standing Deputies

Councillor Jacqui Hancock
Councillor Margaret Adair
Councillor Les Stevens
Councillor Alistair Thompson
Councillor Steve Wemyss
Councillor James Williams

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

AGENDA

- 1 **Apologies for Absence**
- 2 **Declaration of Members' Interests**
- 3 **Minutes – 10 November 2011**

... The minutes of the meeting held on 10 November 2011 are attached.

RECOMMENDED that the minutes of the meeting held on 10 November 2011 be confirmed and signed by the Chair as a correct record.

- 4 **Matters Arising from the Minutes**
- 5 **Update report from the District Auditor**

DA The purpose of the paper is to provide the committee with the district Auditor's external audit update report as at December 2011.

RECOMMENDED that the update from the District Auditor be received and that the Chief Executive be requested to take any action required in it.

- 6 **Internal Audit Performance Status Report to 9th December 2011 for Audit Plan 2011/12**

CIA The purpose of this item is

- ...
- (1) to update the committee on the internal Audit Performance for 2011/12 to 9 December 2011 against the Annual Audit Plan, highlight areas of concern and areas where assurance can be given on the internal control framework and
 - (2) to advise members of the proposed Audit Strategy to ensure that there is sufficient coverage of PCC's internal control framework, so that an adequate level of assurance can be given.

RECOMMENDED that

- (1) Members note the Audit Performance for 2010/11 to 9th December 2011**
- (2) The highlighted areas of control weakness for the 2011/12 Audit Plan are noted by Members and**
- (3) Members approve the proposed Audit Strategy for 2012/13 Audit Plan.**

- 7 **Performance Management Update (Qtr 2 - 2011-2012)**

... The purpose of the report is to outline the new approach to corporate performance management in Portsmouth City Council.

RECOMMENDED that the Committee are asked to note and comment on the progress in developing a new corporate performance management framework.

8 Annual Governance Statement (AGS) 2010/11 actions and draft statement for 2011/2012

CIA ... The purpose of the report is to update the members of the Governance & Audit Committee on the actions relating to the 2010/11 Annual Governance Statement, as the precursor to the 2011/12 Statement

RECOMMENDED that Members

- (1) Note progress made against issues arising from the Annual Governance Statement for 2010/11 as presented in Appendix 1 and**
- (2) Note the early draft of the Annual Governance Statement for 2011/12, which is attached as appendix 2 to this report.**

9 Regulation of Investigatory Powers Act 2000 (RIPA)

C Sol ... The purpose of the attached report is to update members on the authority's use of regulatory powers, in accordance with Policy, for the period for the year 2011 from January to December 2011.

RECOMMENDED that the Committee

- (1) Note the RIPA applications authorised for 2011 from January to December 2011**
- (2) Approve the change in reporting to Members annually.**

10 Treasury Management Monitoring Report for the Third Quarter of 2011/12

The purpose of the report in Appendix A is to inform members and the wider community of the Council's Treasury Management position at 31 December 2011 and the risks attached to that position.

RECOMMENDED

That the following actual treasury management indicators for the third quarter of 2011/12 be noted:

- (a) The Council's sums invested for periods longer than 364 days at 31 December 2012 were:

	Actual
	£m
Maturing after 31/3/2012	16
Maturing after 31/3/2013	0

- (b) The Council's fixed interest rate exposure at 31 December 2011 was £258m, ie. the Council had net fixed interest rate borrowing of £258m

- (c) The Council's variable interest rate exposure at 31 December 2012 was (£209m), ie. the Council had net variable interest rate investments of £209m
- (d) The maturity structure of the Council's borrowing was

	Under 1 Year	1 to 2 Years	3 to 5 Years	6 to 10 Years	10 to 20 Years	20 to 30 Years	30 to 40 Years	40 to 50 Years
Actual	1%	5%	4%	6%	12%	12%	7%	53%

11 Information Commissioner's Office Data Protection Audit Recommendations and Proposed Actions.

The purpose of the report is to update Members on the progress of the Information Commissioner's audit findings.

RECOMMENDED that the Committee

- (1) Notes the completion of the Audit recommendations implemented since August 2011 and**
- (2) Notes the status and progress of the remaining recommendations.**

12 Performance Development Review (PDR) Policy – report back on Employment Committee Decision

The purpose of this report is to report back to Governance & Audit Committee on the Employment Committee's decision regarding how staff performance will be measured and improved through a revised performance development review policy (PDR).

RECOMMENDED that Members note the revised policy and decision of the Employment Committee.

13 Future of Local Public Audit

The purpose of this report is to update members about changes to the arrangements for public audit, as proposed in the Government's paper "Government Response to the Future of Local Public Audit Consultation"

RECOMMENDED that members note the changes proposed to the paper.

14 Exclusion of Press and Public

That in view of the contents of the following item on the agenda the Committee is RECOMMENDED to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the press and public be excluded for the consideration of the following item(s) on the grounds that the report(s) contain information defined as exempt in Part 1 of Schedule 12A to the Local Government Act, 1972”.

The public interest in maintaining the exemption must outweigh the public interest in disclosing the information.

(NB The exempt/confidential committee papers on the agenda will contain information which is commercially, legally or personally sensitive and should not be divulged to third parties. Members are reminded of standing order restrictions on the disclosure of exempt information and are invited to return their exempt documentation to the Senior Local Democracy Officer at the conclusion of the meeting for shredding.)

<u>Item</u>	<u>Exemption Para No.*</u>
14.	3, 4 and 5

***Paragraph Exemption Nos:**

- 3.Information relating to the financial or business affairs of any particular person (including the authority holding that information)**
- 4.Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.**
- 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.**

15. Review of Precautionary Special Leave (PSL) EXEMPT

The purpose of this exempt report is to report to the Committee on current Precautionary Special Leave (PSL) cases.

RECOMMENDED that Members

- (1) Note the circumstances of the current Precautionary Special Leave (PSL) cases**
- (2) Note the development of a new protocol for disciplinary issues which are affected by Police Investigations and**
- (3) Agree the format of annual reports on PSL cases.**

NB: The next scheduled meeting of the Governance & Audit Committee is due to take place on Friday 9 March at 3.00pm in Conference Room A in the Civic Offices, Portsmouth.

VJP
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