

NOTICE OF MEETING

GOVERNANCE & AUDIT COMMITTEE

THURSDAY 28 JUNE 2012 AT 2 PM

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

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

Email: Vicki.plytas@portsmouthcc.gov.uk

Membership

Councillor Terry Hall (Chair)
Councillor David Fuller (Vice-Chair)
Councillor Michael Andrewes
Councillor Phil Smith
Councillor Donna Jones
Councillor Neill Young

Standing Deputies

Councillor Peter Eddis
Councillor Les Stevens
Councillor Sandra Stockdale
Councillor Simon Boshier
Councillor Alistair Thompson
Vacancy

(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 **Declarations of Members' Interests**
- 3 **Minutes – 9 March 2012**

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The minutes of the meeting held on 9 March 2012 are attached.

RECOMMENDED that the minutes of the meeting held on 9 March 2012 be confirmed and signed by the Chair as a correct record.

- 4 **Updates on actions identified in the minutes**

- DA 5 **Update report from the District Auditor**

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The purpose of the paper is to provide the committee with the district Auditor's external audit update report as at 31 May 2012.

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

- 6 **Annual Internal Audit Report for the 2011/12 Financial Year**

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The purpose of the item is to give the Annual Audit Opinion on the effectiveness of the control framework, based on the Internal Audit Performance for 2011/12 and to highlight areas of concern and to advise Members of the Audit Plan for 2012/13.

RECOMMENDED

(1) that Members note the Audit performance for 2011/12

(2) that the highlighted areas of control weakness for the 2011/12 Audit Plan are noted by Members

(3) that Members note the Annual Audit Opinion on the effectiveness of the system of internal control for 2011/12

(4) that Members note the Audit Plan for 2012/13

- 7 **RIPA (Regulation of Investigatory Powers Act)**

...

The purpose of the report is to update Members on the Authority's use of Regulatory Powers in accordance with Policy for the six month period from January 2012 to June 2012(31 May).

RECOMMENDED that the Committee

(1) note the RIPA applications authorised for the six months from January 2012 to June 2012

(2) note the current legal situation with regard to the Protection of Freedoms Bill and its impact on RIPA authorisations

(3) Approve an additional authorising officer

- 8 **Annual Governance Statement 2011/12**

...

The purpose of this item is to seek approval from the Governance & Audit

Committee (G&A) for the council's finalised Annual Governance Statement (AGS) for 2011/12 and the proposed framework that will be put in place to monitor progress.

RECOMMENDED that the Committee

(1) Approves the Annual Governance Statement for 2011/12, which is included as appendix one to this report.

(2) Notes the significant governance issues highlighted in the statement and the actions in place to address these (section 5 of this report).

(3) Approves the process for monitoring progress against the issues (paragraph 6.1), including the suggested template, attached as appendix two.

**I 9 Update on the Council's Compliance with its Equality Duty and Equality
... Impact Assessment Process**

The purpose of the report is to update the committee on the compliance of individual services with the Equality Duty and the Equality Impact Assessment process since the last report on 9 March 2012.

RECOMMENDED

(1) That the Committee notes the contents of the report

(2) That the Committee continues to monitor the compliance of the Council services with the Equality Duty and the Equality Impact Assessment process adopted by the Council on a quarterly basis

(3) That the City Solicitor continues to report on such compliance to the Committee on a quarterly basis.

**10 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 Office audit findings.

RECOMMENDED that members of the committee

(1) Note the completion and publication of the Audit

(2) Note the status and progress of the remaining recommendations

(3) Note that fines currently in the order of £70 -£90k are being issued to Local Authorities for data breaches.

**11 Procurement Management Information
...**

(Please note that appendices 2 and 3 are exempt so if the Committee wishes to discuss these, the meeting will need to move into exempt session at that point)

The purpose of the report is to update Members on steps being taken to demonstrate that PCC is achieving value for money from its contracts for

goods and services.

RECOMMENDED

(1) That members note progress in moving towards achieving the target of 95% conformance for the 2011/12 financial year

(2) That members note the performance of our suppliers and contractors and action in progress to address poor performance.

12 Summer Report on Suspended Staff

...

(Please note that Appendix A of this report is exempt so if the Committee wishes to discuss it, the meeting will need to move into exempt session at that point)

The purpose of the report is to advise the Committee on current numbers of staff suspended from duty as requested by the Committee to be reported twice per annum.

RECOMMENDED that the Committee

(1) Note the circumstances of the current suspended staff cases

(2) Note the Unions have agreed that the term "Precautionary Special Leave" is no longer required and would prefer the term "suspension of staff."

13 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. Paragraph Exemption Nos:	3
15. *Paragraph Exemption Nos:	3, 4 and 5

- 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 negotiations or contemplated consultations or negotiations, in connection with any labour relations matter arising between Portsmouth City Council and the Trade Unions
- 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceeding

- 14. Procurement Management Information (EXEMPT appendices 2 and 3)
- ...
- 15. Summer Report on Suspended Staff – (EXEMPT Appendix A)
- ...

VJP
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