

# NOTICE OF MEETING

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## GOVERNANCE AND AUDIT AND STANDARDS COMMITTEE

**THURSDAY 14 MARCH 2013 AT 2 PM**

Please also note that there will be training for all the Committee including Standing Deputies starting at 1.00pm on the same day and in the same room.

**CONFERENCE ROOM A, SECOND 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 Phil Smith  
Councillor Donna Jones  
Councillor John Ferrett

### **Standing Deputies**

Councillor Peter Eddis  
Councillor Les Stevens  
Councillor Sandra Stockdale  
Councillor Alistair Thompson  
Councillor Neill Young  
Councillor Aiden Gray

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(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](http://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.**

## A G E N D A

- 1 **Apologies for Absence**
- 2 **Declarations of Members' Interests**
- 3 **Minutes of the meetings of Governance & Audit & Standards Committee held on 16 January and 24 January 2013**

**RECOMMENDED that the minutes of the meetings of Governance & Audit & Standards Committee held on 16 January 2013 and 24 January 2013 be confirmed and signed by the Chair as a correct record.**

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

- 5 **External Audit Progress report**

... The purpose of the report is to assess and identify the key risks identified during discussions with officers and internal auditors and to present the audit process.

**RECOMMENDED that the report be noted.**

- 6 **External Audit Plan 2012/2013 (to follow)**

- 7 **Treasury Management Policy for 2013/14 - (information only)**

...

The purpose of this report is to seek the Council's approval for the attached Treasury Management Policy Statement, Annual Minimum Revenue Provision for Debt Repayment Statement and Annual Investment Strategy.

Please note that members of this committee are invited to make observations on the recommendations which will then be considered at the March full Council meeting.

**RECOMMENDED that the Committee notes the report and makes any observations on the recommendations set out in paragraph 4 of the report that the Committee wishes to be forwarded to Council for consideration.**

- 8 **Audit Performance Status Report to 15 February 2013 for Audit Plan 2012/13 and Proposed Audit Coverage update for 2013/14.**

...

The purpose of the report is to update the Governance & Audit & Standards Committee on the Internal Audit Performance for 2012/13 to 15 February 2013 against the Annual Audit Plan, highlight areas of concern and areas where assurance can be given on the internal control framework and to advise on progress for the 2013/14 Audit Plan.

**RECOMMENDED**

**(1) That Members note the Audit Performance for 2012/13 to 15 February 2013.**

**(2) That Members note the highlighted areas of control weakness for the**

## **2012/13 Audit Plan.**

**(3) That Members note the progress on the 2013/14 Audit Plan compilation.**

### **9 Regulation of Investigatory Powers Act 2000 (RIPA)**

... The purpose of the report is to update Members on the Authority's use of Regulatory Powers for the five month period from November 2012 to March 2013 and the changes required to Policy; to advise on training provided and the impending visit by the OSC Inspector.

**RECOMMENDED that Members of the Governance and Audit and Standards Committee**

**(1) Note the RIPA application authorised in the five month period from November 2012 to March 2013**

**(2) Approve the required changes to Policy**

**(3) Note the OSC inspection due on 4 April 2013**

**(4) Note that update training has been provided to relevant officers**

### **10 Whistleblowing Policy Changes Report**

... Following a recent Whistleblowing Investigation it has come to light that under both the Data Protection and Freedom of Information Acts the Authority is legally obliged to release certain information if requested to do so. The Whistleblowing Policy has been updated to reflect this.

**RECOMMENDED that Members approve the updated Whistleblowing Policy.**

### **11 Health and Wellbeing Board Constitution**

... The purpose of the report is to seek approval of the constitution for the Health and Wellbeing Board as it assumes its statutory responsibilities from 1<sup>st</sup> April 2013. The (shadow) Health and Wellbeing Board will be asked to support the change to its constitution for approval by Full Council. Governance, Audit and Standards Committee will be asked to support the consequent constitutional change

**RECOMMENDED that Governance and Audit and Standards Committee are asked to support the consequent constitutional change and to give authority to the City Solicitor to include wording in the Standing Orders to allow appropriate appointments to the Health and Wellbeing Board to be made at Annual Council.**

### **12 Annual Governance Progress**

... The purpose of this report is to:

- a) Provide an update on progress being made against the key governance issues, as highlighted in the Annual Governance Statement 2011/12.
- b) Provide an update on the development of the Annual Governance Statement for 2012/13
- c) Provide an update on the review of the Corporate Governance Framework

**RECOMMENDED that the Governance and Audit and Standards Committee:**

- a) Note the progress being made against the key governance issues for 2011/12
- b) Note significant governance issues which have so far been identified for 2012/13
- c) Note the outcomes of the Corporate Governance Framework review

**13 The appointment of Independent Persons for the Municipal Years 2013 to 2016**

The purpose of the report is to consider;

(1) The appointment of Independent Persons for the period from May 2013 to May 2016 under the provisions of the Localism Act 2011. ("The Act")

(2) To approve the number to be appointed and the procedure for their appointment.

**RECOMMENDED that the Committee**

**(1) agrees the procedure for the appointment of Independent Persons as required by the Act, for the period May 2013 to May 2016.**

**(2) agrees the number of Independent Persons to be appointed.**

**14 Date of Next Meeting**

The date of the next scheduled meeting is 27 June 2013 at 2pm.

**15 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 on the grounds that the report contains 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 Democratic Support Officer at the conclusion of the meeting for shredding.)**

<b><u>Item</u></b>	<b><u>Exemption Para No.*</u></b>
<b>16</b>	<b>3,4 and 5</b>

**\*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 Portsmouth City Council and employees and**
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.**

**16 Exempt report - Outcome of Investigation into a complaint against a  
... Member**

The purpose of the report is to consider the outcome of an investigation into a complaint against a Member.

**RECOMMENDED that Members make their decision in accordance with the recommendation in the report.**

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