



NOTICE OF MEETING

GOVERNANCE & AUDIT & STANDARDS COMMITTEE

THURSDAY, 26 SEPTEMBER 2013 AT 3.00 PM

CIVIC OFFICES, PORTSMOUTH

Telephone enquiries to Vixki Plytas
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Membership

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

Standing Deputies

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

(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 - 27 June 2013 (and Exempt Appendix to Minutes) (Pages 1 - 12)

To confirm the minutes of the meeting held on 27 June 2013 (including the exempt appendix to the minutes) as a correct record.

RECOMMENDED that the minutes of the meeting held on 27 June 2013 (including the exempt appendix to the minutes) be confirmed and signed by the Chair as a correct record.

(Please note that if there is any discussion on the exempt appendix to the minutes this will need to be in exempt session)

4 Updates on actions identified in the minutes

5 Update Report from the External Auditor (including LG Sector update) (Pages 13 - 30)

The purpose of the paper is to provide the committee with the external Auditor's update report as at September 2013.

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

6 Annual Audit Results Report 2012/13 (Pages 31 - 42)

Chair to sign the Letter of Representation.

7 Statement of Accounts 2012/13 (Pages 43 - 176)

Chair to sign off.

8 Update on the Council's compliance with its Equality Duty and Equality Impact Assessment Process (Pages 177 - 180)

The purpose of the report is to update the Committee on the compliance of council services with the Equality Duty and the Equality Impact Assessment process since the last report dated 27 June 2013.

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.

9 Revision to Equality & Diversity Strategy 2014 - 17 - "Information only" report (Pages 181 - 186)

The purpose of the report is

- to inform the Committee about a planned revision of the current Equality & Diversity Strategy, and
- Outline the approach that will be applied to consultation and engagement with our staff, residents and key partners, which will assist us with developing a refreshed strategy.

10 Compliance with the Gifts and Hospitality Protocol (Pages 187 - 202)

The purpose of the report is to update members on any issues regarding compliance with the Gifts and Hospitality protocol and to advise on remedies.

RECOMMENDED that the report be noted and Members consider an increase in the current level up to which gifts may be accepted, currently £25.

11 Audit Performance Status Report to 30 August 2013 for Audit Plan 2013/14 (Pages 203 - 210)

The purpose of this item is to update the Committee on the Internal Audit Performance for 2013/14 to 30 August 2013 against the Annual Audit Plan, highlight areas of concern and areas where assurance can be given on the internal control framework.

RECOMMENDED

(1) that Members note the Audit Performance for 2013/14 to 30 August 2013

(2) that Members note the highlighted areas of control weakness for the 2013/14 Audit Plan.

12 Audit Charter & Code of Ethics (Pages 211 - 224)

The purpose of the report is to gain Members' approval for the revised Portsmouth City Council's Internal Audit Charter to ensure that it complies with the new Standards and Code of Ethics following the introduction of the "Public Sector Internal Audit Standards" by the Institute of Internal Auditors.

RECOMMENDED that Members approve the revised Internal Audit Charter and Code of Ethics.

13 Treasury Management Outturn 2012/13 (Pages 225 - 250)

The purpose of the paper is to report on

- The outturn Prudential Indicators for 2012/13
- The Treasury Management decisions taken over the course of 2012/13

RECOMMENDED that the recommendations set out in paragraph 4 of the report relating to Appendices A and B be approved.

14 Treasury Management Monitoring Report for the First Quarter of 2013/14 (Pages 251 - 274)

The purpose of the report in Appendix A is to inform members and the wider community of the Council's Treasury Management position at 30 June 2013 and of the risks attached to that position.

RECOMMENDED that the actual treasury management indicators for the first quarter of 2013/14 set out in paragraph 4 of the report be noted.

15 Performance Management Update - Q1, 2013-14 (Pages 275 - 280)

The purpose of this performance report is to provide a summary of information received as part of quarter one reporting for 2013 - 14, and an indication of how work around cost benchmarking will be taken forward.

RECOMMENDED that the Governance and Audit and Standards Committee are asked to note the report and comment on:

- a) Performance issues as set out in section 4**
- b) The approach to cost benchmarking set out in section 7.**

16 Annual Governance Statement 2012/13 (Pages 281 - 324)

The purpose of this report is to:

- a) Provide an update on progress being made against the key governance issues, as highlighted in the 2011/12 Annual Governance Statement.
- b) Share the updated Local Code of Governance
- c) Seek Members' approval of the Annual Governance Statement (AGS) for signature by the Leader of the Council and the Chief Executive.

RECOMMENDED that the Governance and Audit and Standards Committee:

- a) Note the progress made against the 2011/12 annual governance issues as set out in Appendix A.**
- b) Approve the 2013 Local Code of Governance in Appendix B for publication.**
- c) Approve the 2012/13 Annual Governance Statement in Appendix C for publication (subject to any amendments**

requested by the committee).

17 Data Breach Reporting (Pages 325 - 326)

(Please note that appendix 1 is exempt so if the Committee wishes to discuss this, the meeting will need to move into exempt session at that point)

The purpose of the report is to update Members on Data Breaches that have arisen during 2013 and the actions taken. The appended report is exempt

RECOMMENDED that Members of the Governance and Audit and Standards Committee note the breaches that have arisen and the action determined by CIGP

18 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>
19. Data Breach Reporting - Appendix 1 Paragraph Exemption Nos:	1,2 and 3
20. Exempt appendix to open Minutes from 27 June 2013 meeting 45,46,47 and 48	1,2,3 4 and 5
1. Information relating to any individual	
2. Information that is likely to reveal the identity of an individual	

- 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 proceedings**

19 Data Breach Reporting - exempt appendix 1

20 Exempt appendix to open minutes 45,46,47 and 48 from 27 June 2013 meeting of Governance and Audit and Standards Committee