



NOTICE OF MEETING

GOVERNANCE & AUDIT & STANDARDS COMMITTEE

FRIDAY, 13 MARCH 2015 AT 2.30 PM

CONFERENCE ROOM A - CIVIC OFFICES

Telephone enquiries to Vicki Plytas 023 9283 4058

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Membership

Councillor Simon Boshier (Chair)
Councillor Eleanor Scott (Vice-Chair)
Councillor John Ferrett
Councillor Steve Hastings
Councillor Leo Madden
Councillor Hugh Mason

Standing Deputies

Councillor David Fuller
Councillor Phil Smith
Councillor Rob Wood
Councillor Julie Swan
Councillor Alistair Thompson

(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 - 30 January 2015 (Pages 1 - 12)

To confirm the minutes of the meeting held on 30 January 2015 as a correct record.

RECOMMENDED that the minutes of the meeting held on 30 January 2015 be confirmed and signed by the Chair as a correct record.

4 Updates on actions identified in the minutes

5 External Audit - Audit Plan Year Ending 31 March 2015 (Pages 13 - 34)

The External Auditor's Audit Plan Year Ending 31 March 2015 is attached.

6 Review of Members' Code of Conduct and Committee Arrangements for Assessment, Investigation and Determination of Complaints (Pages 35 - 62)

To update Members of the Committee on the Members' Code of Conduct and Committee Arrangements for Assessment, Investigation and Determination of Complaints following the resolution passed at the Committee on 30 January 2015

To agree proposed revisions to the Members' Code of Conduct and make recommendations to Council for approval.

RECOMMENDED that Members of the Committee

(1) Agree the proposed revisions to the Members' Code of Conduct and the Arrangements for Assessment, Investigation and Determination of Complaints that are annexed to this report as Appendices A to C

(2) Consider whether any further action is required by them

(3) Recommend to Council that the revisions (if any) be approved.

7 Review of Adult Safeguarding Practice (Pages 63 - 64)

The purpose of the report is to update Members of the Committee as to considerations arising subsequent to an investigation into Adult Safeguarding Practice following the reported assault on a resident of Portsmouth by a former member of this Council in 2010.

RECOMMENDED that Members of the Committee

(1) note the report.

- (2) consider whether any further action is required by them.

8 Councillor Training and Development (Pages 65 - 70)

The purpose of the report is to update members on the review of the councillor training programme and make recommendations based on the findings.

RECOMMENDED that Members

- I. Support an enhanced induction programme for new members (content based on consultation and designed to reduce risk) - (Appendix 1 - overview of content)
- II. Support the expectation that members (and standing deputies) receive training prior to committee membership or that appropriate records are kept to demonstrate that formal training is not required for an individual councillor
- III. Support improved partnership working between officers and Group Leaders regarding ongoing professional development training

9 Exclusion of Press and Public

(Provision for moving into exempt session has been made on the agenda in case members wish to discuss the contents of exempt appendix 1)

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 items on the grounds that the reports 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.

Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) England Regulations 2012, regulation 5, the reasons for exemption of the listed items is shown below.

Members of the public may make representation as to why the item should be held in open session. A statement of the Council’s response to representations received will be given at the meeting so that this can be taken into account when members decide whether or not to deal with

the item under exempt business.

(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>
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10	Data Security Breach Reporting - Exempt Appendix 1	1,2 and 3
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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)

10 Data Breaches (Pages 71 - 72)

The purpose of the report is to inform the Committee of any Data Security Breaches and actions agreed/taken since the last meeting.

RECOMMENDED that Members of the Governance & Audit & Standards Committee note the breaches (by reference to Exempt Appendix A) that have arisen and the action determined by the Corporate Information Governance Panel (CIGP).

11 Treasury Management Policy for 2015/16 (Pages 73 - 126)

(to this committee for information only)

The purpose of the report by the Head of Financial Services is to obtain the Council's approval for 2015/16 to the Treasury Management Policy Statement (attached) which includes:

- Annual Minimum Revenue Provision for Debt Repayment Statement
- Annual Investment Strategy

RECOMMENDED that the report be noted.

12 Audit Performance Status Report (Pages 127 - 150)

The purpose of the report is to update the Governance and Audit and

Standards Committee on the Internal Audit Performance for 2014/15 to 6th February 2015 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 2014/15 to 6th February 2015**
- (2) That Members note the highlighted areas of control weakness for the 2014/15 Audit Plan**

13 Health and Wellbeing Board's Constitution (Pages 151 - 158)

The purpose of the report is to seek approval of the changes to the constitution for the Health and Wellbeing Board (HWB). The HWB have requested the changes to its constitution for approval by Full Council to improve the effectiveness of the HWB as it fulfils its leadership role across the health and wellbeing system locally. Governance and Audit and Standards Committee will be asked to support the consequent constitutional change.

RECOMMENDED that

- (1) Governance and Audit and Standards Committee are asked to recommend that Full Council approve the changes to the constitution for the Health and Wellbeing Board set out below.**
- (2) 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.**

14 Performance Management update, Quarter 3, 2014-15 (Pages 159 - 182)

To inform members of performance issues arising in the third quarter of the 2014-15 reporting period.

RECOMMENDED that the Governance and Audit and Standards Committee are asked to:

- 1) note the report; and**
- 2) comment on the performance issues highlighted in section 4, including agreeing if any further action is required**
- 3) comment on the governance issues highlighted in section 5, including agreeing if any further action is required.**

15 Contract Management Review

Members will receive a presentation from Mr Greg Povey.

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.