

# NOTICE OF MEETING

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## GOVERNANCE & AUDIT & STANDARDS COMMITTEE

FRIDAY, 30 JUNE 2017 AT 11.30 AM

### CONFERENCE ROOM A - CIVIC OFFICES

Telephone enquiries to 023 9283 4058  
Email: Vicki.plytas@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

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#### Membership

Councillor John Ferrett (Chair)  
Scott Harris (Vice-Chair)  
Councillor Steve Hastings  
Councillor Leo Madden  
Councillor Hugh Mason  
Councillor Neill Young

#### Standing Deputies

Councillor Alicia Denny  
Councillor Paul Godier  
Councillor Darren Sanders  
Councillor David Tompkins  
Councillor Matthew Winnington  
Councillor Rob Wood

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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 recommendation/s). Email requests are accepted.**

### AGENDA

- 1 Apologies for Absence

**2       Declarations of Members' Interests**

**3       Minutes of the Meeting held on 3 March 2017 (Pages 7 - 14)**

**RECOMMENDED that the Minutes of the meeting held on 3 March 2017 be confirmed and signed by the chair as a correct record.**

**4       Updates on Actions identified in the Minutes**

**5       2017 to 2018 Audit Fee Letter (Pages 15 - 18)**

Presentation of the External Auditor's Fee Letter for noting.

**6       2016 to 2017 External Audit Progress Report (Pages 19 - 28)**

Presentation of the Audit Progress Report from the External Auditors for noting.

**7       Performance Management Update - Q4, 2016 - 17 (Pages 29 - 174)**

The purpose of the report is to report significant performance issues, arising from Q4 performance monitoring, to Governance and Audit and Standards committee and highlight areas for further action or analysis.

**RECOMMENDED that the Committee is asked to**

- 1)   note the report;**
- 2)   note the overall improvement in quality of reports, and the commentary from the Deputy Chief Executive at section 5**
- 3)   comment on the performance issues highlighted in section 3, including agreeing if any further action is required**
- 4)   agree the actions proposed in section 4**

**8       Draft Annual Governance Statement (Pages 175 - 214)**

The purpose of the report is to seek comment from the Governance and Audit and Standards Committee for the council's draft Annual Governance Statement (AGS) for 2016/17 and for the associated framework for monitoring progress.

**RECOMMENDED that the Committee are asked to**

- (1)   Note the progress and recommendations made against the 2016/17 annual governance issues as set out in Appendix 1**
- (2)   Comment on the draft Annual Governance Statement 2016/17 (Appendix 2)**
- (3)   Note the updated Local Code of Governance as set out in Appendix 3**

**9 Consideration of the political balance rules in relation to the constitution of sub-committees considering complaints against Members (Pages 215 - 216)**

The purpose of the report is to ask the Committee to consider whether it wishes to disapply the political balance rules in respect of its Sub-Committees which consider complaints against Members and to agree that the same rule shall apply to the Initial Filtering Panel.

**RECOMMENDED that the political balance rules are disapplied in respect of Governance and Audit and Standards Sub-Committees which are considering complaints against Members and also the same arrangement should apply in respect of Initial Filtering Panel membership.**

**10 Proposed amendments to the Complaint Form submitted in relation to the Councillor Code of Conduct (Pages 217 - 224)**

The purpose of the report is to ask Members to consider a proposed revision to the content of the Complaint Form submitted in relation to Councillor Code of Conduct complaints.

**RECOMMENDED that the Committee**

- 1) Considers the proposed amendments to the Complaint Form attached as Appendix 1 to this report**
- 2) Recommends to Council that the revised Complaint Form is adopted**

**11 Exclusion of Press and Public**

**That in view of the contents of the following items 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.)

Item	Exemption Para No.*
12. Data Security Breaches Report -	paragraphs 1 and 2
13. Annual Audit Performance Report	paragraphs 1 and 2
1. Information relating to any individual	
2. Information that is likely to reveal the identity of an individual	

**12 Data Security Breaches Report (Pages 225 - 226)**

(NB Appendix A is exempt and provision has been made on the agenda for the meeting to be moved into exempt session if required)

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).**

**13 Annual Internal Audit Report for the 2016/17 Financial Year (Pages 227 - 272)**

(NB Appendix D is exempt and provision has been made on the agenda for the meeting to be moved into exempt session if required)

The purpose of the report is

- (1) to give the Annual Audit Opinion on the effectiveness of the control framework, based on the Internal Audit findings for 2016/17 and highlight areas of concern.
- (2) to advise Members of the Audit Plan for 2017/18.
- (3) To provide a summary of the Counter Fraud cases investigated and sanction results. Details of corporate cases investigated are contained within exempt Appendix D.

**RECOMMENDED that Members**

- (1) note the Audit and Counter Fraud Performance for 2016/17.
- (2) note the highlighted areas of control weakness from the 2016/17 Audit Plan.
- (3) note the Annual Audit Opinion on the effectiveness of the

**system of internal control for 2016/17.**

- (4) endorse the Audit Plan for 2017/18**
- (5) consider any additional actions to be taken in response to matters raised within this report relating to the reviews undertaken.**

**Information**

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.