

NOTICE OF MEETING

GOVERNANCE & AUDIT & STANDARDS COMMITTEE

FRIDAY, 6 NOVEMBER 2015 AT 2.30 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

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

Membership

Councillor Simon Boshier (Chair)
Councillor Ian Lyon (Vice-Chair)
Councillor John Ferrett
Councillor Steve Hastings
Councillor Hugh Mason
Councillor Phil Smith

Standing Deputies

Councillor Ryan Brent
Councillor Scott Harris
Councillor Lynne Stagg
Councillor David Tompkins
Councillor Matthew Winnington
Councillor Rob Wood

(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 recommendation/s). Email requests are accepted.

AGENDA

- 1 Apologies for Absence
- 2 Declarations of Members' Interests

3 Minutes of the Meeting held on 25 September 2015 (Pages 1 - 10)

To confirm the minutes of the meeting held on 25 September 2015 as a correct record.

RECOMMENDED that the minutes of the meeting held on 25 September 2015 be confirmed and signed by the Chair as a correct record

4 Updates on actions identified in the minutes

5 External Audit (Ernst & Young) Annual Audit Letter and a Verbal Update on Planning for 2015/16 (Pages 11 - 24)

The purpose of this annual audit letter is to communicate the key issues arising from the audit work to the Members and external stakeholders, including members of the public.

6 Audit Performance Status Report to 6 October 2015 (Pages 25 - 42)

The purpose of the report is to update the Governance and Audit and Standards Committee on the Internal Audit Performance for 2015/16 to 6th October 2015 against the Annual Audit Plan, highlight areas of concern and areas where assurance can be given on the internal control framework.

RECOMMENDED that Members

(1) Note the Audit Performance for 2015/16 to 6th October 2015

(2) Note the highlighted areas of control weakness for the 2015/16 Audit Plan

7 Treasury Management Mid-year Review. (Pages 43 - 70)

(For Information Only)

The purpose of the report is to review the current treasury management position and strategy and make recommendations to improve the strength and performance of the treasury management operation. This report seeks to amend the minimum revenue provision (MRP) policy for the repayment of unsupported borrowing, to allow a wider range of investments to be made on the basis of a single credit rating, and to review the investment counter party limits. Appendix A aims to inform members and the wider community of the Council's Treasury Management position at 30 September 2015 and of the risks attached to that position.

RECOMMENDED that the Governance and Audit and Standards Committee notes the recommendations set out in paragraph 2 of the

report which will go to Cabinet and Full Council for decision.

8 Changes to the designated independent person dismissal procedures (Pages 71 - 84)

The purpose of the report is to inform members of a change to the process (as recently agreed by Employment Committee) that must be followed for the dismissal of designated statutory officer posts (Head of Paid Service, Monitoring Officer or Chief Finance Officer) and to seek, from Governance and Audit and Standards Committee (G&A&S), a recommendation to council to amend paragraph 10 of the Council's *Officers' Employment Procedure Rules in Part 3D of the Constitution* to reflect this new process.

RECOMMENDED that :

- 1) Governance & Audit & Standards Committee recommends that Full Council approves the changes to paragraph 10 of the revised new Officers Employment Procedure Rules as shown in Appendix 2**
- 2) Council approves the changes to paragraph 10 of the new Officer Employment Procedure Rules as shown in Appendix 2 recommended by Governance and Audit and Standards Committee.**

9 Compliance with the Gifts and Hospitality Protocol (Pages 85 - 152)

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.

10 Review of Members' Code of Conduct and Committee Arrangements for Assessment, Investigation and Determination of Complaints (Pages 153 - 164)

The report advises the Committee that following Members' consideration of the Code of Conduct earlier in the year, further changes have been made to the Arrangements for Assessment, Investigation and Determination of Complaints following the resolution passed at the Committee on 17 April 2015.

RECOMMENDED that Members of the Committee

- (i) Agree the proposed changes to the Arrangements for Assessment, Investigation and Determination of Complaints set out in the appendix (or propose and agree further changes) and**

(ii) **Recommend the agreed changes to Council for adoption.**

11 Contract Procedure Rules (Pages 165 - 186)

The purpose of the report is to seek the adoption of revised Contract Procedure Rules to be implemented in place of those approved on 20th July 2010.

RECOMMENDED that the Governance & Audit & Standards Committee

- (1) Agree the proposed changes to the Contract Procedure Rules as set out as Appendix 1 to this report and**
- (2) Recommend the revised Contract Procedure Rules be adopted by Council and brought into force from 1 January 2016**

12 Date of Next Scheduled Meeting

The next meeting is scheduled for 29 January 2016.

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.