

NOTICE OF MEETING

GOVERNANCE & AUDIT & STANDARDS COMMITTEE

FRIDAY, 29 JANUARY 2016 AT 2.30 PM

CONFERENCE ROOM A - CIVIC OFFICES

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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 6 November 2015 (Pages 1 - 8)

RECOMMENDED that the minutes of the meeting held on 6 November 2015 be confirmed and signed by the Chair as a correct record.

4 Updates on actions identified in the minutes (if any)

5 External Auditors - sector update, progress report year ending 31 March 2016 and Certification of Claims and Returns Annual Report 2014/15 (Pages 9 - 38)

The Committee is asked to consider

- Update report from the External Auditor (including LG sector update)
- External Audit Progress Report year ending 31 March 2016
- Certification of Claims and Returns Annual Report 2014/15

6 Performance Management Update Quarter 2 2015-16 (Pages 39 - 54)

The purpose of the report is to report significant performance issues, arising from Q2 performance monitoring, to Governance and Audit and Standards committee and highlight areas for further action or analysis.

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

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

7 Treasury Management Monitoring Report for the Third Quarter of 2015/16 (Pages 55 - 72)

The purpose of the report is to inform members and the wider community of the Council's Treasury Management position at 31 December 2015 and of the risks attached to that position.

RECOMMENDED that the actual treasury management indicators as set out in section 2(a) to (e) of the report for the third quarter of 2015/16 be noted.

8 Audit Performance Status Report to 16th December 2015 and Audit Strategy for 2016/17 (Pages 73 - 100)

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

Standards Committee on the Internal Audit Performance for 2015/16 to 16th December 2015 against the Annual Audit Plan, highlight areas of concern and areas where assurance can be given on the internal control framework. The report also contains the proposed Audit and Counter Fraud Strategy for the 2016/17 Audit Plan.

RECOMMENDED that Members

- (1) note the Audit Performance for 2015/16 to 16th December 2015**
- (2) note the highlighted areas of control weakness for the 2015/16 Audit Plan**
- (3) approve the proposed Audit and Counter Fraud Strategy for the use of Audit resources for 2016/17**

9 Regulation of Investigative Powers Act 2000 (RIPA) (Pages 101 - 150)

The purpose of the report is to update Members on the Authority's use of Regulatory Powers for the period from 27th June 2013 to 29th January 2016 and the changes required to the Policy.

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

- (1) Note the RIPA application authorised since the last report to this Committee on the 27th June 2013**
- (2) Approve the required changes to the Corporate Policy and Procedure on the Regulation of Investigative Powers Act 2000 (RIPA) as a result of the new Codes of Practice and Guidance and changes in personnel (attached as Appendix A and detailed in paragraphs 6.1.1 to 6.1.10 of the report)**

10 Committee System Cost Evaluation (Pages 151 - 154)

The purpose of the report is to advise Members of the Committee as to costs for a committee system as requested by Councillor Galloway.

RECOMMENDED that Members are asked to note the report and the advice of the S151 officer that it is not possible to implement or maintain a committee system on a true cost neutral basis.

11 Contract Management Review Update - Presentation

An update presentation will be given to members for information.

12 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.)

<u>Item</u>	<u>Exemption Para No.*</u>
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| 13. Procurement Management Information
Exempt Appendices 2, 3, 4 and 5 | 1,2 and 3 |
| 14. Annual report on complaints received into
alleged breaches of the Code of Conduct | 1 and 2 |
| 15. Whistleblowing Report | 1 and 2 |
| 16. Data Breaches Report | 1 and 2 |

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)

13 Procurement Management Information Report (Pages 155 - 164)

(Please note that appendices 2,3,4 and 5 are **exempt**)

The purpose of the report is to update Members on steps being taken to demonstrate that PCC is achieving value for money from its contracts for goods and services.

RECOMMENDED

- 1.1 That members note that purchase order compliance for November 2015 was 94% against the target of 95%**
- 1.2 That members note the performance of our suppliers and contractors and actions in progress to address poor performance.**
- 1.3 That members continue to request a procurement management information report, and that in light of the quarterly Strategic Contract Management Board meetings, that this report be brought to the committee on a quarterly basis.**

14 Annual report on complaints received into alleged breaches of the Code of Conduct by Members of the Council (Pages 165 - 168)

(Please note that although the appendix is not exempt, if Members wish to ask detailed questions, the meeting may need to move into exempt session)

The purpose of the report is to update Members of the Committee on current progress in relation to complaints which allege that Councillors may have breached the Code of Conduct.

RECOMMENDED that Members of the Committee

- (1) Note the report**
- (2) Consider whether any further action is required by them.**

15 Whistleblowing Report (Pages 169 - 172)

(Please note that although the appendix is not exempt, if Members wish to ask detailed questions, the meeting may need to move into exempt session)

The purpose of the report is to update Members of the Committee on the nature and handling of any whistleblowing concerns which have been raised in the past year.

RECOMMENDED that Members of the Committee

- (1) Note the report**
- (2) Consider whether any further action is required by them.**

16 Data Breaches Report (Pages 173 - 174)

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).

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.