
NOTICE OF MEETING

GOVERNANCE & AUDIT & STANDARDS COMMITTEE

FRIDAY, 4 NOVEMBER 2016 AT 10.30 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.

Membership

Councillor Ian Lyon (Chair)
Councillor Scott Harris (Vice-Chair)
Councillor John Ferrett
Councillor Frank Jonas
Councillor Leo Madden
Councillor Hugh Mason

Standing Deputies

Councillor Jennie Brent
Councillor Ken Ellcome
Councillor Darren Sanders
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.

A G E N D A

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the meeting held on 16 September 2016 (Pages 1 - 10)

RECOMMENDED that the minutes of the meeting held on 16 September 2016 be confirmed and signed by the Chair as a correct record.

4 Updates on actions identified in the minutes

5 Annual Audit Letter for the year ended 31 March 2016 (Pages 11 - 36)

The purpose of this annual audit letter is to communicate to Members and external stakeholders, including members of the public, the key issues arising from the work of the external auditors, which they consider should be brought to the attention of Portsmouth City Council.

RECOMMENDED that the annual audit letter be received and noted by the Committee.

6 Consideration of the political balance rules in relation to the constitution of Sub-Committees considering complaints against Members (Pages 37 - 38)

The purpose of the report is to ask the Committee to consider whether it wishes to dis-apply 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 Panels, where applicable.

RECOMMENDED that the political balance rules are dis-applied in respect of Governance & Audit & Standards Sub-Committees which are considering complaints against Members and also the same arrangement should apply in respect of Initial Filtering Panels where applicable.

7 Monitoring of Equality Impact Assessments through the committee decision process (Pages 39 - 42)

The purpose of the report is to update the Committee of compliance with the Equality duty and to request agreement to monitor Equality Impact Assessments through the committee decision process.

RECOMMENDED

(1) That the Committee notes the contents of the report

(2) That the Committee agrees to the new process to monitor Equality Impact Assessments set out in paragraph 5.1 to ensure continued compliance of the council services with the Equality Duty and

decides how often reports are to be received

(3) That the City Solicitor continues to report on such compliance to the Committee as required.

8 Compliance with the Gifts and Hospitality Protocol (Pages 43 - 64)

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.

9 Audit Performance Status Report for Audit Plan - to 7 October 2016 (Pages 65 - 88)

This report is to update the Governance and Audit and Standards Committee on the Internal Audit Performance for 2016/17 to 7th October 2016 against the Annual Audit Plan, highlight areas of concern and areas where assurance can be given on the internal control framework.

RECOMMENDED that Members note

(1) The Audit Performance for 2016/17 to 7th October 2016.

(2) The highlighted areas of control weakness for the 2016/17 Audit Plan

10 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 on the grounds that the report contains 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.*
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11. Procurement Management Information report	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)

11 Procurement Management Information (Report Format) (Pages 89 - 108)

(Information only report)

The purpose of the report is to propose a format for future Procurement Management Information reports which meets the reporting requirement of members.

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.