



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

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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.

Agenda Item 3

GOVERNANCE & AUDIT & STANDARDS COMMITTEE

MINUTES OF THE MEETING of the Governance & Audit & Standards Committee held on Friday, 16 September 2016 at 10.30 am at the Conference Room A - Civic Offices

(NB These minutes should be read in conjunction with the agenda for the meeting which can be found at www.portsmouth.gov.uk.)

Present

Councillor Ian Lyon (in the chair)

Councillor Frank Jonas
Councillor Leo Madden
Councillor Hugh Mason
Councillor Jennie Brent (Standing Deputy)
Councillor Stephen Morgan (Standing Deputy)

Officers

Michael Lawther, Deputy Chief Executive, City Solicitor and Monitoring Officer
Jon Bell, Director of HR, Legal and Performance
Julian Pike, Deputy Section 151 Officer
Michael Lloyd, Directorate Finance Manager
Elizabeth Goodwin, Chief Internal Auditor
Stewart Agland, Local Democracy Manager
David Moorman, Contract Management Business Partner
Helen Magri, Corporate Information Governance Officer

41. Apologies for Absence (AI 1)

Apologies for absence had been received on behalf of Councillors Scott Harris and John Ferrett (who were represented by their standing deputies Councillors Jennie Brent and Stephen Morgan respectively).

42. Declarations of Members' Interests (AI 2)

There were no declarations of members' interests.

43. Minutes of the Meeting held on 1 July 2016 (AI 3)

RESOLVED that the minutes of the meeting held on 1 July 2016 be confirmed and signed by the Chair as a correct record.

44. Updates on actions identified in the minutes (AI 4)

There were no updates on actions identified in the previous minutes.

The Chair asked that in future

- a document should be produced showing actions agreed and progress made against them. The Deputy Chief Executive agreed to arrange for this to be done.
- additional information to be included in the 'Quarterly Performance Management Update' (agenda item 11) to identify the number of reports made and from which directors. This would make clear what information had been made available and what had not.
- executive summaries be produced for all complex or lengthy reports - such as the Finance reports.

45. Annual Governance Statement 2015 to 2016 (AI 5)

Jon Bell, Director of HR, Legal & Performance, presented this report. During discussion the following matters were raised

- Appendix 1 - point 1 - review of the Constitution. The City Solicitor and Monitoring Officer had provided an updated copy to members and this was being progressed. It was noted that the revised draft should include the Health & Wellbeing Board.
- Appendix 1 - point 3 - It was explained that the 'Policy Hub' was an on-line store of policies available to staff. It provides updates and prompts staff to read them and confirm that they have done so.
- Appendix 1 point 7 - dealing with Freedom of Information (FoI) requests within statutory timescales. Michael Lawther advised that where there are complex requests it can be helpful to meet with the person posing the question to identify their concerns and this often helps to reduce the time taken to reply to requests. This is also beneficial in cases where there are communication difficulties. This happens between 12-20 times a year. With regard to the failure to respond to 15.5% of FoI requests within the statutory timescale, it was confirmed that consideration was being given to the employment of an additional person to provide the necessary resource.
- It was suggested that the governance statement is 'rag' (red amber green) rated to clearly show progress on each action; Jon Bell agreed to take this forward.
- Appendix 2 (p6/31) - Personal Development Reviews. Jon Bell advised that the PDR process has been reviewed and training is provided for new managers. The Committee asked that the implementation statistics be reported back to the January meeting as the committee members expected all managers to be trained and for staff to have had their annual appraisal by January 2017
- Appendix 2 (p8/33) - Effective Scrutiny - members asked whether the challenges to Cabinet and performance issues were sufficiently robust? The Chair felt that this was a matter for Scrutiny Management Panel to assess.

- Evaluation framework (p11/36) Employee Opinion survey. It was confirmed that this came under the remit of the Employment Committee. Any governance issues were likely to reach the Governance & Audit & Standards Committee via the directors reports where appropriate.
- Significant governance issues for 2015/16 -(p14/39) - It was noted that the number of critical and high exceptions had increased: The Chief Internal Auditor reported that there was a steering panel looking at this and the pattern was changing. Previously there were larger cases involving contractors whereas now there were smaller cases generally involving staff. She stated that there was consistency across the organisation of 'limited assurance' as in previous years. The Chair asked that this context be provided in reports.
- Appendix 3 p4/44 - Local Code of Governance - members noted that there was reference to posts not used at PCC such as 'City Mayor' and 'City Manager' (This was due to SOLACE/CIPFA terminology 2.2.2)
- Appendix 3 p7/47- 4.1.2 it was noted that not all decisions are taken in public.
- 4.1.4 (p8/48) the chair of Governance & Audit & Standards' status as 'independent' would need to be reworded to clarify that this was in the context of not being a Cabinet Member.
- At 4.2.1 (p8/48) Code of Conduct induction - The Monitoring Officer explained that whilst there are no consequences for non-attendance he ensures that all members receive this training. It was confirmed that for Licensing Sub committees and Planning Committee, members were not invited to sit on these bodies unless they had received training.
- At 5.3.1 (p11/51) Neighbourhood Forums - an update was requested to advise on how many are in existence, how often they meet and how they are funded.

Subject to the minor amendment to the text in 4.1.4 raised at the meeting it was RESOLVED that:

- (1) The progress and recommendations made against the 2014/15 annual governance issues as set out in Appendix 1 were noted**
- (2) The Annual Governance Statement 2015/16 was approved for publication (Appendix 2)**
- (3) The Local Code of Governance as set out in Appendix 3 was confirmed.**

46. Statement of Accounts 2015/16 (AI 6)

(TAKE IN REPORT AND STATEMENT OF ACCOUNTS)

Julian Pike, as Deputy Section 151 Officer, reported that members of the committee had been invited to a presentation on the statement of accounts and the draft had also been circulated to all members of the committee two weeks prior to the meeting. There had been some minor grammatical changes requested by the Chair which were now incorporated in the final Statement of Accounts which the Chair would sign off.

In response to a query, it was confirmed that there is a deficit on the Hampshire Pensions Fund (which includes Portsmouth and other local councils) and the accounts showed Portsmouth's share of the fund.

RESOLVED that the Statement of Accounts 2015/16 be approved by the committee and signed off by the Chair and Director of Finance & S151 Officer.

47. External Audit Annual Results Report 2015/16 (AI 7)

(TAKE IN REPORT)

The external auditors Helen Thompson and Adam Swain were in attendance to present this item and they confirmed that overall this was a good outcome. There were some expenditure items that were outstanding and they would await the signed management letter. Helen Thompson reported that they would issue a conclusion of proper arrangements but there were 2 areas of objections relating to use of capital grant funding on City Deal, and the £11m borrowing options (as referred to in their executive summary p1/62). They were able to draw a conclusion on Value for Money and work was continuing on the objections. Ms Thompson expressed thanks to those staff at PCC for their help throughout the audit. The Chair in turn thanked the auditors for their assistance.

RESOLVED that the Chair sign the Letter of Representation.

48. Audit Performance Status Report to 18th August 2016 (AI 8)

(TAKE IN REPORT)

Elizabeth Goodwin, Chief Internal Auditor, reported that whilst the general message was that the authority was on track, Internal Audit were looking at two new areas of no assurance and critical exception. Appendix A of the report gave details on all of the audits, with those in red being areas where follow ups were required from the previous year's audit where there were critical or no assurance classifications.

During discussion the following matters were raised:

- Concern was expressed about the high number of items relating to Children's Services and Education. In response Ms Goodwin offered to make clear the number of audits for each directorate and stressed that for Education the level would be high due to the inclusion of schools.
- The marking in some areas was severe - such as in missing training by social workers. The Committee asked that where areas were red there should be an explanation from the Director as to why and what was being done to address the matter. Ms Goodwin stressed that reports were exception based and narratives are given. She was comfortable with the ratings given and reported that in areas of fraud a separate investigation report would be made. It was agreed that she meet with the Chair regarding the presentation of this information.

- With regard to paragraph 6.2.1 on why the 3 high risk exceptions in Children's Social Care had occurred, the committee was advised that the recent implementation of the Single Assessment Framework had been a contributory factor.
- The Chair asked that the statutory and non-statutory areas in the report are identified (these are sometimes combined).
- The Committee was advised that the reason why the number of high risk exceptions had risen (table at 5.8 of the report p3/87) - was because of the higher level of schools' inspections. A request was made that the number of schools concerned should be indicated in future reports and separated out in the tables.

The Chair thanked the Chief Internal Auditor and her team for their hard work.

RESOLVED that:

- (1) Members noted the Audit Performance for 2016/17 to 18th August 2016**
- (2) Members noted the highlighted areas of control weakness for the 2016/17 Audit Plan.**

49. Treasury Management Outturn Report 2015/16 (AI 9)

(TAKE IN REPORT)

Julian Pike, the Deputy Section 151 Officer and Michael Lloyd, Directorate Finance Manager, were in attendance. Julian Pike presented this item and referred to a briefing note that had been circulated to members that summarised the report.

During discussion the following matters were raised

- Particular concern was expressed at the low level (40%) of capital spending as opposed to the level that had been expected especially as this included projects such as schools and older persons' accommodation. Members were advised that projects had been rolled forward and this slippage was due to officers' over optimism on the timescales.
- An error was noted on p8/106 regarding the Environment & Community Safety underspend. Councillor Hugh Mason reported that the delay on flood defence works was due to approval being awaited from the government rather than the Environment Agency.
- Concern was also expressed regarding delays in building works under the Housing Revenue Account, which affected residents' living conditions (p9/107).

RESOLVED that the Governance and Audit and Standards Committee received the report and noted the recommendations relating to Appendices A and B as set out in paragraph 2 of the report.

50. Treasury Management Mid-Year Review 2016/17 (AI 10)

(TAKE IN REPORT)

Julian Pike presented the report to this committee for information. It was also going on to Council. He referred to the briefing note circulated to members prior to the meeting.

In response to queries the following matters were clarified.

- there was not a deliberate policy to increase overseas investments but the authority was seeking a reasonable rate of return for its investment portfolio. Investment advice was sought from brokers and specialist financial advisers.
- With regard to the level of investment in Hampshire Community Bank (up to £10m), members were advised that other local authorities (such as Eastleigh and Winchester councils) were also investing in the HC Bank. The Bank has a regeneration role and adequate security was sought for the level of investment.

RESOLVED that recommendations 1 to 9 set out in paragraph 2 of the report be noted.

51. Quarterly Performance Management Update (AI 11)

(TAKE IN REPORT)

The style and comprehensive content of this report was commended by the Chair on behalf of the Committee and Kelly Nash was thanked for her work. Concern was expressed that not all the directorates appeared in the report and the Committee particularly asked that the Port be included next time. Jon Bell advised that a new Port Director had recently been appointed and that could account for the omission. The Committee asked that future reports include directors' names attributed to the areas of progress.

RESOLVED that the committee:

- (1) Noted the report;**
- (2) Noted the overall improvement in quality of reports and the commentary from the Deputy Chief Executive at Section 5;**
- (3) Commented on the performance issues highlighted in Section 3, including agreeing if any further action is required.**

52. Risk and Assurance Management Policy (AI 12)

(TAKE IN REPORT)

The Committee asked that in next year's report the changes should be highlighted to show differences from the previous year. The Committee was advised that responsibility for the Risk and Assurance Register has moved from the Chief Internal Auditor to Jon Bell as the Director of HR, Legal and Performance.

RESOLVED that the Committee:

- (1) Approved the Risk and Assurance Management Policy**
- (2) Agreed to review the risk management policy in September 2017, including risks current at the time and lessons learnt over the previous year.**

53. Proposed amendments to the Arrangements for the Assessment, Consideration and Investigation of Complaints against Councillors (AI 13)

(TAKE IN REPORT)

Michael Lawther, as Monitoring Officer, introduced the report which reflected a previous suggestion by Councillor Madden and supported by the Committee, that where a complaint was made by a Member against another Member, the initial filter panel should not include fellow councillors but instead would be constituted by a monitoring officer and independent persons. This was supported by the committee.

Michael Lawther advised that the report had substantially tidied up the process, and many of the committee's previous comments had been reflected in the revised wording. He drew members' attention to the more significant changes

- -the suggestion to detail the variance of members from the Monitoring Officer's decision following an Initial Filter Panel if this should occur, had been deleted.
- A note had been inserted that members should not enter into correspondence with complainants as it is inappropriate to do so - any response should go through the City Solicitor.
- The timescales on dealing with complaints had been amended.

The Committee asked that the following amendments should be made before the document is submitted to Council:

- 4.1 of the arrangements should refer to assisting the Monitoring Officer (rather than "assist him")
- 9.1.3 regarding if a councillor becomes "seriously ill" should be amended
- 12.1 should reflect inclusion of the G&A&S Standing Deputies
- Point 13 regarding pre-hearing procedure - the enquiries under this heading should be re-prioritised so that "can attend at the hearing" came top of the list to reflect the importance of attending
- On the Complaint Form (page 2 of 6, p264) "any councillor of the Council" should be amended as only members of G&A&S (and deputies) are eligible to sit on an Initial Filter Panel. Also the wording referring to representation from "each political group" should be amended so as not to preclude non-aligned Members from sitting on sub-committees where they are members of the G&A&S Committee.

In response to a query, Michael Lawther agreed to make available to the public a summary of the procedures to be followed with timescales.

It was noted that all councillors asked to sit on these sub committees should consider themselves able to do so in an open-minded and non-biased way.

RESOLVED that the Committee RECOMMEND to Council to approve

- (1) The amended arrangements for assessment, investigation and determination of complaints (Appendix 1 of the report)**

(2) The amended Complaint Form (Appendix 2 of the report).

54. Notice of Motion Referral - Local Elections Once Every Four Years (AI 14)

Stewart Agland, the Local Democracy Manager, presented the briefing note which was in response to the Notice of Motion raised by Councillor Colin Galloway, on which a response had to be taken back to Council. The note set out the process, timetable and financial considerations. However these were subject to a number of different costings as these varied dependent upon the type of election and whether or not they were combined. The £40k savings was a rough approximation and did not represent an annual saving as it did not take account of fallow years.

Other considerations, such as moves towards a devolved authority and the Boundary Commission review, meant that it may be premature to take a decision at this time. Members were also advised that local elections are funded from the General Fund.

As UKIP was not currently represented on this Committee and as the Notice of Motion had originally been proposed by the Leader of the UKIP Group, Members suggested that when a future report on this was produced, it be shared with Group Leaders as well as being brought to this Committee.

RESOLVED to recommend to Full Council

That whilst there is merit in exploring the issue of all out elections further, there are currently a number of factors regionally which do not enable an informed decision on this matter to be taken at this time. Consequently the Officers be asked to produce a report for both the Governance and Audit and Standards Committee and Group Leaders' consideration in due course when the regional and local Governance picture, including any potential boundary review, is clearer, and its impact can then be taken into account.

55. Corporate Complaints received Quarter 1 2016/17 (AI 15)

(TAKE IN REPORT)

This information report provided the Governance & Audit & Standards Committee with information regarding complaints received by Portsmouth City Council during quarter 1 2016/17.

The Committee noted the contents of the report.

56. Local Government Ombudsman Complaints 2015/16 (AI 16)

(TAKE IN REPORT)

This information report brought to the attention of the Governance & Audit & Standards Committee the Annual Review of Complaints by the Local

Government Ombudsman dated July 2016 regarding the complaints it has considered against Portsmouth City Council for the year 2015/2016.

The Committee noted the contents of the report.

57. Exclusion of Press and Public (AI 17)

RESOLVED that in view of the contents of the following items on the agenda the Committee adopted the 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 appendices contain information defined as exempt in Part 1 of Schedule 12A to the Local Government Act 1972, exemption paragraphs 1, 2 & 3.

Min No. 58 - Procurement Management Information Report (exempt appendices under paragraphs 1, 2 & 3

Min No. 59 - Data Security Breaches Report (exempt appendix under paragraphs 1 & 2)

(Members asked that discussion take place as far as possible in open session for Item 58 on Procurement Management before moving into exempt session so that reference could be made to the exempt information contained within the appendices. Item 59 was discussed wholly in exempt session due to the reference to information contained in the exempt appendix)

58. Procurement Management Information Report (AI 18)
(TAKE IN REPORT)

David Moorman, Contract Management Business Partner, attended to present the report.

The Committee considered the information in the report but queried the value for money being illustrated in the contract performance, citing examples from the Housing & Property portfolio where effective pricing did not appear to have been undertaken.

David Moorman agreed that the Key Performance Indicators (KPIs) needed to be revisited as these do not relate to Value for Money or delivery of benefits through contracts.

The Chair, supported by the committee, asked that Greg Povey as Assistant Director of Contracts & Procurement, should undertake this task and also asked that the Director of Housing & Property should attend the next meeting so that Members could seek additional information from him.

Jon Bell reported that directors were obliged, through their managers, to look at delivery of Value for Money in the delivery of projects. David Moorman referred to appliance of the Gateway process to ensure adequate competition.

Detailed questions were raised in the exempt session regarding value for money in contracts and the wider procurement process across the City Council.

The Committee noted that purchase order compliance for June 2016 was 98% against a target of more than 95%. However, the Committee rejected the report due to concerns on the level of waivers, the need to ensure Value for Money and delivery benefits in contracts.

The Committee asked for a revised report taking into account all the concerns they had raised to be brought back to the next meeting of the Committee.

59. Data Security Breaches Report (AI 19)

(TAKE IN REPORT)

Helen Magri, the Corporate Information Governance Officer, presented this report which was discussed in exempt session to allow members to ask questions regarding the exempt schedule detailing breaches.

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

The meeting concluded at 2.30 pm.

Councillor Ian Lyon
Chair

Portsmouth City Council

Annual Audit Letter for the year ended 31 March 2016

October 2016

Ernst & Young LLP

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Agenda Item 5

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In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued ‘Statement of responsibilities of auditors and audited bodies 2015-16’. It is available from the Chief Executive of each audited body and via the PSAA website (www.psaa.co.uk)

The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The ‘Terms of Appointment from 1 April 2015’ issued by PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Annual Audit Letter is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

Executive Summary

Executive Summary

We are required to issue an annual audit letter to Portsmouth City Council following completion of our audit procedures for the year ended 31 March 2016.

Below are the results and conclusions on the significant areas of the audit process.

Area of Work	Conclusion
Opinion on Portsmouth City Council's: ▶ Financial statements	Unqualified – the financial statements give a true and fair view of the financial position of Portsmouth City Council as at 31 March 2016 and of its expenditure and income for the year then ended.
▶ Consistency of other information published with the financial statements	Other information published with the financial statements was consistent with the Annual Accounts.
Concluding on Portsmouth City Council's arrangements for securing economy, efficiency and effectiveness	We concluded that you have put in place proper arrangements to secure value for money in your use of resources.

Area of Work	Conclusion
Reports by exception:	
▶ Consistency of Governance Statement	The Governance Statement was consistent with our understanding of Portsmouth City Council.
▶ Public interest report	We had no matters to report in the public interest.
▶ Written recommendations to the Council, which should be copied to the Secretary of State	We had no matters to report.
▶ Other actions taken in relation to our responsibilities under the Local Audit and Accountability Act 2014	We had no matters to report.

Area of Work	Conclusion
Reporting to the National Audit Office (NAO) on our review of Portsmouth City Council's Whole of Government Accounts return (WGA).	We had no matters to report.

As a result of the above we have also:

Area of Work	Conclusion
Issued a report to those charged with governance of the Council communicating significant findings resulting from our audit.	Our Audit Results Report was issued on 16 September 2016.
Issued a certificate that we have completed the audit in accordance with the requirements of the Local Audit and Accountability Act 2014 and the National Audit Office's 2015 Code of Audit Practice.	<p>We have not yet issued our audit completion certificate; this is because we received two objections to the 2015/16 accounts from members of the public, one of which we are currently considering.</p> <p>We were able to conclude that the objections raised did not impact our financial statement opinion or value for money conclusion, but we are unable to issue our certificate until all objections are resolved.</p>

On 19 September 2016, the EU Commission issued a press release announcing that the Commission had opened an in-depth investigation into alleged state aid to MMD Shipping Services Ltd by Portsmouth City Council. The information came to our attention before we had issued our opinion on the 2015/16 financial statements and we therefore delayed issuing the opinion to allow us time to consider if this had an impact on the financial statements and required additional disclosures.

From the additional work we performed we concluded there was no requirement for the Council to add any disclosure to the 2015/16 financial statements. However, we will consider this as part of our planning for the 2016/17 audit, both in terms of the outcome of the investigation and in understanding the nature of the relationship between the Council and MMD.

In January 2017, we will also issue a report to those charged with governance of the Council summarising the certification work we have undertaken.

We would like to take this opportunity to thank the Council's staff for their assistance during the course of our work.

Helen Thompson

Executive Director
For and on behalf of Ernst & Young LLP

Purpose



Purpose

The Purpose of this Letter

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 our work, which we consider should be brought to the attention of Portsmouth City Council.

We have already reported the detailed findings from our audit work in our 2015/16 Audit Results Report to the 16 September 2016 Governance and Audit and Standards Committee, representing those charged with governance. We do not repeat those detailed findings in this letter. The matters reported here are the most significant for the Council.



Responsibilities

Responsibilities

Responsibilities of the Appointed Auditor

Our 2015/16 audit work has been undertaken in accordance with the Audit Plan that we issued on 12 February 2016 and is conducted in accordance with the National Audit Office's 2015 Code of Audit Practice, International Standards on Auditing (UK and Ireland), and other guidance issued by the National Audit Office.

As auditors we are responsible for:

- ▶ Expressing an opinion:
 - ▶ on the 2015/16 financial statements; and
 - ▶ on the consistency of other information published with the financial statements.
- ▶ Forming a conclusion on the arrangements Portsmouth City Council has to secure economy, efficiency and effectiveness in its use of resources.
- ▶ Reporting by exception:
 - ▶ if the annual governance statement is misleading or not consistent with our understanding of Portsmouth City Council;
 - ▶ any significant matters that are in the public interest;
 - ▶ any written recommendations to Portsmouth City Council, which should be copied to the Secretary of State; and
 - ▶ if we have discharged our duties and responsibilities as established by the Local Audit and Accountability Act 2014 and Code of Audit Practice.

Alongside our work on the financial statements, we also review and report to the National Audit Office (NAO) on your Whole of Government Accounts return.

Responsibilities of the Council

Portsmouth City Council is responsible for preparing and publishing its statement of accounts accompanied by an annual governance statement. In the annual governance statement, the Council reports publicly each year on how far it complies with its own code of governance, including how it has monitored and evaluated the effectiveness of its governance arrangements in year, and any changes planned in the coming period.

Portsmouth City Council is also responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Financial Statement Audit

Financial Statement Audit

Key Issues

Portsmouth City Council's Statement of Accounts is an important tool for the Council to show how it has used public money and how it can demonstrate its financial management and financial health.

We audited Portsmouth City Council's Statement of Accounts in line with the National Audit Office's 2015 Code of Audit Practice, International Standards on Auditing (UK and Ireland), and other guidance issued by the National Audit Office and issued an unqualified audit report on 27 September 2016.

Our detailed findings were reported to the Governance and Audit and Standards Committee on 16 September 2016.

The key issues identified as part of our audit were as follows:

Significant Risk	Conclusion
<p>Management override of controls</p> <p>A risk present on all audits is that management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly, and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p>Auditing standards require us to respond to this risk by testing the appropriateness of journals, testing accounting estimates for possible management bias and obtaining an understanding of the business rationale for any significant unusual transactions.</p>	<p>We obtained a full list of journals posted to the general ledger during the year, and analysed these journals using criteria we set to identify any unusual journal types or amounts. We then tested a sample of journals that met our criteria and tested these to supporting documentation.</p> <p>We considered accounting estimates relating to the Local Government Pension Scheme, the Council's PFI schemes and Property, Plant and Equipment and found that estimates are reasonable, and there was no indication of bias in the calculation of the estimates.</p> <p>We did not identify any:</p> <ul style="list-style-type: none">▶ material weaknesses in controls or evidence of material management override;▶ instances of inappropriate judgements being applied; or▶ any other transactions during our audit, which appeared unusual, or outside the Council's normal course of business.

Revenue and expenditure recognition

Auditing standards also required us to presume that there is a risk that revenue and expenditure may be misstated due to improper recognition or manipulation.

We consider that the risk at Portsmouth City Council relates to the improper capitalisation of expenditure.

We therefore review capital expenditure on property, plant and equipment to ensure it meets the relevant accounting requirements to be capitalised.

From our testing of additions to property, plant and equipment, we found that items were capitalised appropriately.

Our testing did not identify any expenditure which had been inappropriately capitalised.

Other Key Findings

EU Commission Investigation

On 19 September 2016, the EU Commission issued a press release announcing that the Commission had opened an in-depth investigation into alleged state aid to MMD Shipping Services Ltd by Portsmouth City Council.

The investigation by the Commission was not known about beforehand and therefore was not included in the letter of representation, approved by the Governance and Audit and Standards Committee, and provided to us on 16 September 2016.

The information came to our attention before we had issued our opinion on the 2015/16 financial statements and we therefore delayed issuing the opinion to allow us time to consider if this had an impact on the financial statements and required additional disclosures.

Conclusion

From our discussions with management, we noted the Commission had requested information from the Council in 2013 relating to a complaint received from a competitor in relation to the alleged provision of state aid to MMD. The Council complied with the Commission's request and received no communications subsequent to December 2013.

We identified there had been no prior communication of the press release to the Department for Transport (DfT), or to the Council. On 21 September 2016, the Council received formal notification from the DfT of the Commission's investigation, and that the UK and the Council have one month to provide information to support the Commission's work.

We received additional representations from management that in the Council's assessment it is not appropriate to recognise a contingent asset in the 2015/16 financial statements. This is because it is not possible to identify a reliable estimate of any amounts the might be repaid to the Council; furthermore, it is unlikely that any amount would be material to the 2015/16 financial statements.

From the additional work we performed we have concluded that there is no requirement for the Council to add any disclosure to the 2015/16 financial statements.

We will consider this as part of our planning for the 2016/17 audit, both in terms of the outcome of the EC investigation and in understanding the nature of the relationship between the Council and MMD.



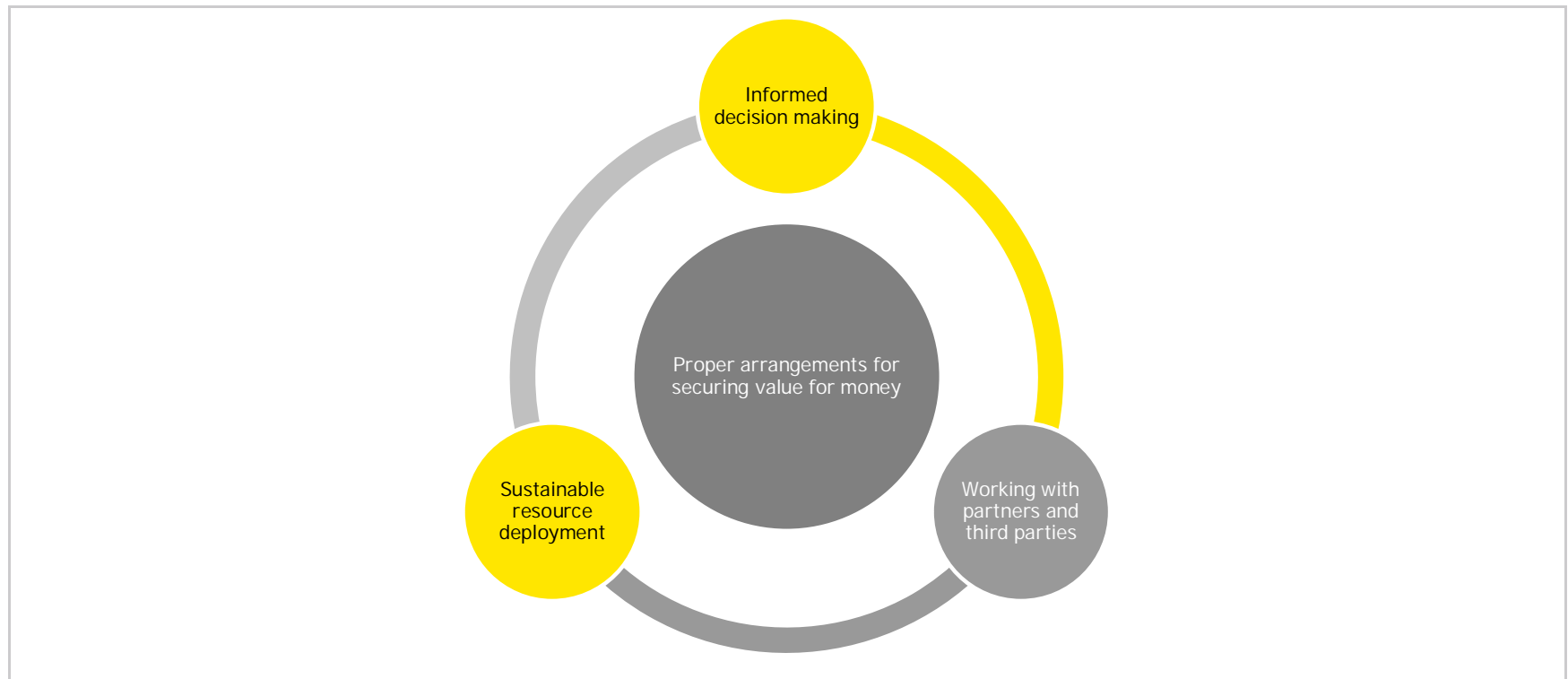
Value for Money

Value for Money

We are required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- Take informed decisions;
- Deploy resources in a sustainable manner; and
- Work with partners and other third parties.



We issued an unqualified value for money conclusion on 27 September 2016.

Our audit did not identify any significant matters in relation to the Council's arrangements. We did however identify the following areas to bring to your attention.

Key Findings

The Council achieved the planned savings for 2015/16, and we considered the assumptions in the Medium Term Financial Strategy 2016-2020 to be prudent and realistic. We noted that budget pressures remain within Children & Education services, relating to looked after children, and Health & Social Care, relating to adult social care. The saving proposals in the Medium Term Financial Strategy recognise the underlying pressures in these services, and the saving targets for these services have been reduced to allow these services to address the underlying budget pressures. Addressing the underlying budget pressures in these service areas remains an on-going challenge for the Council and will remain an area of focus for our work in 2016/17.

Other Reporting Issues

Other Reporting Issues

Whole of Government Accounts

We performed the procedures required by the National Audit Office on the accuracy of the consolidation pack prepared by the Council for Whole of Government Accounts purposes.

We had no issues to report.

Annual Governance Statement

We are required to consider the completeness of disclosures in the Council's annual governance statement, identify any inconsistencies with the other information of which we are aware from our work, and consider whether it is misleading.

We completed this work and did not identify any areas of concern.

Report in the Public Interest

We have a duty under the Local Audit and Accountability Act 2014 to consider whether, in the public interest, to report on any matter that comes to our attention in the course of the audit in order for it to be considered by the Council or brought to the attention of the public.

We did not identify any issues which required us to issue a report in the public interest.

Written Recommendations

We have a duty under the Local Audit and Accountability Act 2014 to designate any audit recommendation as one that requires the Council to consider it at a public meeting and to decide what action to take in response.

We did not identify any issues which required us to issue a written recommendation.

Objections Received

We received two objections to the 2015/16 accounts from a member of the public.

The first objection related to the Council's use of capital grant funding relating to the City Deal awarded to Portsmouth and Southampton in 2013. We received the objection on 12 August, which is outside the prescribed 30 working day period for the lodging of objections under the regulations. We have not accepted the objection as it did not meet the criteria for consideration.

The second objection asked whether a Lender Option Borrower Option (LOBO) loan that the Council entered into in 2003, with renegotiated terms in 2007, represents value for money. This is a common objection across a number of local authorities. We accepted this objection as it met the criteria for consideration. We have asked the Council to provide information relating to the loan, which has recently been received. We will review the information provided and determine the objection as soon as practicable.

We were able to conclude that the objections raised did not have an impact on our financial statement opinion. This is because we do not believe that they represent a risk of material misstatement in relation to items in the 2015/16 statement of accounts.

Our value for money conclusion considers whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources in 2015/16. We did not consider that either objection indicates that the Council had improper arrangements in 2015/16.

We issued our audit opinion and value for money conclusion, but cannot issue our certificate until all objections are resolved. Our work on the second objection is currently ongoing.

Other Powers and Duties

We identified no issues during our audit that required us to use our additional powers under the Local Audit and Accountability Act 2014.

Independence

We communicated our assessment of independence in our Audit Results Report to the Governance and Audit and Standards Committee on 16 September 2016. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning regulatory and professional requirements.

Control Themes and Observations

As part of our work, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. Although our audit was not designed to express an opinion on the effectiveness of internal control, we are required to communicate to you significant deficiencies in internal control identified during our audit. We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in the financial statements and which the Council does not know about.

A close-up, shallow depth-of-field photograph of a person's face as they look through a pair of black binoculars. The person's eyes are visible through the eyepieces, and their hands are holding the binoculars. The background is a soft, out-of-focus white. A bright yellow rectangular box is overlaid on the left side of the image, containing the text 'Focused on your future'.

Focused on your
future

Focused on your future

Area	Issue	Impact
Highways Network Assets	The 2016/17 Code of Practice on Local Authority Accounting includes the requirement for local authorities to measure Highways Network Assets using depreciated replacement cost for the first time.	<p>The change in the measurement of Highway Network Assets will result in an adjustment to the opening balance of these assets at 1 April 2016.</p> <p>The value of these assets will be significant to Portsmouth City Council's balance sheet. There is a higher inherent risk of material misstatement due to value of this class of assets.</p> <p>We are providing training sessions to clients to support key officers with the new accounting requirements and our expectations as your auditors.</p>
Faster close	From the 2017/18 financial year, the deadline for preparing the Council's financial statements will move to 31 May from 30 June. In addition, the deadline for completing the statutory audit will move to 31 July from 30 September.	<p>The faster closedown timetable requires the Council to adjust its timetable for preparing the accounts, as well as the timing of committee meetings.</p> <p>It requires upfront planning to identify areas of the accounts that can be prepared earlier, before the 31 March, and there will be a need to establish robust basis for estimations across a wider number of entries in the financial statements.</p> <p>For the 2016/17 audit, we are working with officers to bring our work forward to support the transition ahead of the new deadlines in 2017/18.</p>

Appointment of auditors	<p>The current audit contracts expire on the completion of the 2017/18 audit. The expiry of contracts also marks the end of the current mandatory regime for auditor appointments.</p> <p>After this Portsmouth City Council can exercise choice about whether it decides to opt in to the authorised national scheme, or whether to make other arrangements to appoint its own auditors.</p> <p>In July 2016, the Secretary of State for Communities and Local Government specified Public Sector Audit Appointments limited (PSAA) as an appointing person under regulation 3 of the Local Audit (Appointing Person) Regulations 2015.</p> <p>PSAA will be able to appoint an auditor to relevant authorities that choose to opt into its national collective scheme.</p>	<p>Appointment of auditors for the 2018/19 financial year is required by 31 December 2017.</p> <p>A report on this matter was taken to the Governance, Audit & Standards Committee on 1 July 2016. The Committee agreed in principle to enter into the authorised national scheme with PSAA. Full Council will consider the report and provide final approval in early 2017 before the PSAA's March deadline to enter into the scheme</p>
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Appendix A

Audit Fees



Appendix A Audit Fees

Our fee for the 2015/16 audit is in line with the scale fee set by the PSAA and reported in our Annual Results Report.

Description	Final Fee 2015/16 £	Planned Fee 2015/16 £	Scale Fee 2015/16 £	Final Fee 2014/15 £
Total Audit Fee – Code work	149,438	149,438	149,438	199,250
Total Audit Fee – Certification of claims and returns	17,797 ¹	17,797	17,797	20,060
Total Audit Fee – Fee for objections	4,000 ²	4,000	0	0

¹ Our work to certify the Housing Benefit claim is ongoing and we will report any changes to the fee if additional work is required to quantify errors in the claim in our certification report.

² The work in relation to considering and responding to objections is not included within the scale fee set by PSAA. The work to consider the objection is ongoing and the fee reported above is an estimate of the additional fee.

We confirm we have not undertaken any non-audit work outside of the PSAA's requirements.

Ernst & Young LLP

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ED None

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Title of meeting:	Governance & Audit & Standards Committee
Date of meeting:	4 November 2016
Subject:	Consideration of the political balance rules in relation to the constitution of Sub-Committees considering complaints against Members.
Report by:	City Solicitor
Wards affected	N/A
Key decision	No
Full Council decision	No

1 Purpose of Report

- 1.1 The Committee is asked 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.

2 Recommendation

- 2.1 **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.**

3 Background

- 3.1 The Committee agreed on 1 July 2016 to "dis-apply" the political balance rules in respect of Sub-Committees of Governance & Audit & Standards when dealing with complaints. ¹This meant the Sub-Committees' membership would in future not be made up of Members in the same proportion as the political groups are represented on the Council. Instead it was agreed that the Sub-Committees would be drawn from members of the Governance & Audit & Standards Committee including standing deputies and may include independent Council Members and those political groups represented. This was considered important to ensure the greatest transparency in the decision making of these Sub-Committees where complaints against members were considered. It was also agreed that the same rule would apply to the make-up of the Initial Filtering Panel (which is not a formal Sub-Committee of Governance & Audit & Standards) where applicable.

¹ <http://www.legislation.gov.uk/ukpga/1989/42/section/17>

- 3.2 Section 17 (2) Local Government and Housing Act 1989 provides that any decision not to apply the political balance rules shall come to an end if there is any change in the make-up of a committee where they have been dis-applied. On this occasion, although membership of the Committee remains unchanged, one of the Members has ceased membership of a political group and has become a non-aligned independent Member.
- 3.3 The decision is one which only this Committee can make but it must be made without any of the Members present voting against it.

4 Reasons for recommendations

- 4.1 As there has been a change in the political make-up of the Committee, Members are asked to reconsider this decision. If they decide to dis-apply the political balance rules then this shall occur only until the end of this council year in May 2017 unless there is a further change in the political make-up of the Committee when the decision would again have to be reconsidered.

5 Equality Impact Assessment (EIA)

- 5.1 The contents of this report do not have any relevant equalities impact and therefore an equalities assessment is not required.

6 Legal implications

- 6.1 The City Solicitor's comments are included in this report.

7 Director of Finance's comments

- 7.1 There are no financial implications arising from the recommendations set out in this report.

.....
Signed by: City Solicitor

Appendices: None

Background list of documents: Section 100D of the Local Government Act 1972
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
None	N/A

Agenda Item 7

Title of meeting:	Governance & Audit & Standards Committee
Date of meeting:	04 November 2016
Subject:	Monitoring of Equality Impact Assessments through the Committee decision process
Report by:	City Solicitor
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1. To update the Committee of compliance with the Equality duty and to request agreement to monitor Equality Impact Assessments through the committee decision process.

2. Recommendations

- 2.1. That the Committee notes the contents of the report;
- 2.2. 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.
- 2.3. That the City Solicitor continues to report on such compliance to the Committee as required.

3. Background

- 3.1. The Equality Act 2010 introduced the Public Sector Equality Duty, which requires the council to consider the impact of its day-to-day activities, including development of new or changed policies, strategies, projects and services, on people with any of the eight 'protected characteristics'. These are age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, and pregnancy and maternity. The council must take steps to identify and mitigate any potential discriminatory or disproportionately negative impact of its activities on any of the equality groups as part of its decision-making and implementation process.
- 3.2. The public sector equality duty consists of a general equality duty, which is set out in section 149 of the Equality Act 2010 ("the Act"), and specific duties which are imposed by secondary legislation.

The general equality duty is set out in the Act. In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

3.3. These are sometimes referred to as the three aims of the general equality duty. The Act helpfully explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

3.4. Non-compliance can lead to costly, time-consuming and reputation-damaging legal challenge by individuals or pressure groups.

3.5. The council has a well-established Equality Impact Assessment (EIA) process which assists compliance with the Equality Duty. The process requires that a preliminary EIA, if relevant, should be undertaken at the initial stage of (re)design / development of a policy, strategy, project or service. If the preliminary EIA identifies a potential negative impact on any of the groups protected under the Equality Act 2010, a full EIA should be undertaken before any final decision is made. The full EIA should take into account results of any public consultation and any other relevant local and national information available, including any effects of similar initiatives elsewhere in the UK.

3.6. The EIA process requires that all completed EIAs are sent to the Equality & diversity team for quality assurance before being submitted with a relevant report for a decision.

4. Compliance of council services with the Equality Impact Assessment process

4.1. As part of the council's EIA process, council services are required to undertake review EIAs on the major services, policies, and functions of the council that have been identified by the management and the Equality & diversity team as having a potential present or future disproportionately negative impact on people possessing any of the 'protected characteristics'.

4.2. Since 2000 we have a three year rolling programme of EIAs consisting of the main functions of the service. Services would be required to review these every three years, but if the service/function was being changed an EIA would need to be completed to ensure these changes did not disproportionately impact negatively on the protected characteristics as described by the Act.

4.3. The Equality & diversity team works with services to ensure that EIAs are completed. The monitoring by this Committee has proved beneficial in improving the services' compliance with the EIA process.

- 4.4. Council services are overall pro-active in planning for equality analysis as part of their project processes and contacting the Equality & diversity team for advice and support. However, when required, the team provides additional training and guidance to individual officers
- 4.5. All additional EIAs being undertaken on proposed new or changed projects, policies, services and strategies that are placed before relevant decision-makers are regularly monitored by the Equality & diversity team liaising with democratic services, and other officers in individual services.

5. Proposed Way Forward

- 5.1 The current practice of monitoring EIAs on a three year rolling programme has not always resulted in meaningful outcomes. Consequently Cabinet and Committees can make decisions that could result in adversely impacting on our customers/residents. It is considered that a more effective way forward would be for this Committee to monitor Cabinet and Committee reports on a regular basis to check they have EIAs where required. This would ensure that potential adverse impacts on the community can be highlighted before decisions are made.

6. Reasons for recommendations

- 6.1. To ensure that the Council complies with its legal obligations under the Equality law.

7. Equality impact assessment

- 7.1. This report does not require an Equality Impact Assessment as it does not propose any new or changed services, policies or strategies.

8. Legal implications

- 8.1. The report indicates that the Authority is engaged in meeting its full liability with respect to the Public Sector Equality Duty, PSED, ("the duty"), this being undertaken via a clear policy of engagement and where appropriate the initiation of an Equality Impact Assessment. This process of EIA, which goes beyond the strict legal duty, to have due regard to the PSED thereby mitigates risk and provides a clear structure for assessment and consideration of equality issues. It is to be remembered that the PSED requires that within the Authority decision making process, steps are undertaken to eliminate discrimination, advance equality of opportunity and foster good relations.

9. Director of Finance's comments

- 9.1. There are no financial implications arising from the recommendations in this report.

.....
Signed by:

Appendices: Nil

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

Agenda Item 8

REPORT FOR PERIOD October 2015 - October 2016



Portsmouth
CITY COUNCIL

Title of meeting: Governance & Audit & Standards Committee

Date of meeting: 4 November 2016

Subject: Compliance with the Gifts and Hospitality Protocol

Report by: City Solicitor

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

To update members on any issues regarding compliance with the Gifts and Hospitality protocol and to advise on remedies.

2. Recommendations

That the report be noted.

3. Background

The Protocol for Gifts & Hospitality was approved by the Standards Committee on 12 September 2007 subject to a six month review on 31 March 2008. The protocol and "Frequently Asked Questions" were subsequently approved by the Standards Committee on 31 March 2008.

The protocol requires an annual report by the City Solicitor on compliance to enable this committee to make any necessary recommendations for change - this report addresses that requirement.

4. Reasons for recommendations

A breakdown of the entries in the Gifts & Hospitality system are contained in the appendices to support the following assessments of protocol compliance.

The number of entries for the period covered by this report (1 October 2015 to 23 October 2016) is 136 (Appendix 1).

The main requirements of the protocol are as follows -

A. Items which may be accepted

Under the protocol these items must be under £25 in value for gifts and under £40 in value for hospitality (£5 gift limit for staff in Adult Social Care). They must be given without ulterior motive. There should not be any danger of misinterpretation by the public and they must not have become a frequent occurrence.

- a) There are a number of entries where the value exceeds the limits outlined above and these are dealt with specifically below.
- b) All other entries have been approved by Directors and meet the requirements of the protocol.

B. Items which must not be accepted

These include - those where the value exceeds £25 (gifts) or £40 (hospitality), (£5 for Adult Social Care), gifts of cash (this has been interpreted to also include vouchers), gifts from persons with whom the council is in contract negotiations (or could be) and those where we regulate or monitor services.

- a) As mentioned above there are a number of entries where the value exceeds £40 (or £5 for Adult Social Care) and there are also a number of entries of cash, tickets or vouchers. These are dealt with separately below.
- b) There are nil entries for gifts that exceed £25
- c) There do not appear to be any other entries that do not adhere to the general principles contained in the protocol.

C. Hospitality

- a) The principles for acceptance generally follow those in respect of gifts (except the permitted value is £40).
- b) All entries have been appropriately recorded and actioned (approved or rejected) by the appropriate Director.

D. Entries where the value exceeds £40

- a) A breakdown of the system entries where the value has exceeded £40 is contained at Appendix 2:
- b) Of the 2 entries where the value exceeded £40 –
 - i) 1 offer of hospitality was rejected;
 - ii) 1 offer was accepted outside the limits as it was considered an opportunity to visit the Lawn Tennis Association and discuss Portsmouth's future tennis aspirations.

Both offers of hospitality fell within the Directorate of Culture and City Development.

E. Entries for Adult Social Care exceeding £5 limit

- a) A breakdown of the system entries for Adult Social Care gifts exceeding £5 is contained at Appendix 3:
- b) There were 9 entries, of which
 - i) 6 were accepted and 3 were donated.
- c) Of the 6 accepted gifts:
 - i) 3 were accepted to avoid offence
 - ii) 1 gift was used to display in a reception area
 - iii) 1 gift was given by a member of the group concerned who was leaving the country
 - iv) 1 gift was given by a member of the Dementia Walking Group which the staff member had assisted to set up but had since withdrawn from.

F. Cash, vouchers and tickets

- a) A breakdown of the system entries for cash or vouchers is contained in Appendix 4.
- b) There have been 2 cash gifts, of which:
 - i) 1 cash gift (£5) was rejected
 - ii) 1 cash gift (£20) was donated to Cancer Research UK
- c) There have been 3 gifts of vouchers, of which:
 - i) 2 were rejected
 - ii) 1 was received as further help was given in respect of additional funds from DWP and this was approved by the Director
- d) There have been 2 gifts of event tickets, of which
 - i) 1 was rejected
 - ii) 1 was accepted. It was within the hospitality gift limit and the staff member donated the equivalent in value to the Kings Theatre Charity.

G. Donated gifts

- a) A breakdown of the system entries for donated gifts is contained in Appendix 5.
 - i) 10 gifts have been donated in total as follows:
 - ii) 7 to Lord Mayor's Appeal
 - iii) 2 to the Carer's Centre
 - iv) 1 to Cancer Research UK

5. Equality impact assessment (EIA)

This report does not require an Equality Impact Assessment as it does not propose any new or changed services, policies or strategies.

6. Legal implications

The legal implications are embodied within this report.

6. Director of Finance's comments

There are no financial implications arising from the recommendations contained within this report.

Appendices:

1. All Gifts for period
2. Value exceeding £40
3. Adult Social Care Gifts over £5 Limit;
4. Cash, Vouchers and Tickets
5. Donated Gifts

.....
Signed by:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Data report form Gifts & Hospitality system	Held by System Administrator

Department	Date Received	Receiver	Approver	Director	Classification	Sub Classification	Description	Value	Donor Name	Receiver Action	Receiver Reason	Donated To	Donated To Other	Approved By Approver	Approver Reason	Approved By Director	Director Reason
Adult Services	11/12/2015	Julie Roberts	Robert Watt	David Williams	Gift	Other	Small Box of Mint Chocolates	<£5	Cosham Craft Group	Accepted	Xmas gift from Cosham Craft Group	NULL	NULL	No	within limits	NULL	NULL
Adult Services	14/12/2015	Julie Roberts	Robert Watt	David Williams	Gift	Other	Plastic Tree Decroation	<£5	Copnor Coffee Club	Accepted	Attended Older Peoples Group Xmas Party	NULL	NULL	No	within limits	NULL	NULL
Adult Services	16/12/2015	Jayne Gentle	Robert Watt	David Williams	Gift	Other	plant	<£5	Cherry Mincham	Donated	Thank you	Other	Carers centre	No	donated	NULL	NULL
Adult Services	21/12/2015	Gillian Norrie	Robert Watt	Janet Maxwell	Gift	Other	Box of chocolates	<£5	Michelle Ebbage	Accepted	Agreed with Manager (Julie Roberts that it would give offense if not accepted	NULL	NULL	No	agreed by manager	Yes	would cause offence if refused
Adult Services	21/12/2015	Jayne Gentle	Robert Watt	David Williams	Gift	Other	small plaque	<£5	Vanessa Salter	Donated	Thank you	Other	Carers centre kitchen	No	donated	NULL	NULL
Adult Services	07/01/2016	Mary Powell	Robert Watt	Janet Maxwell	Gift	Other	Battery candle in jar	<£5	Maria Dunbar	Accepted	Thank you for OT input	NULL	NULL	Yes	within limits	NULL	NULL
Adult Services	21/01/2016	Sharon Baird	Robert Watt	Janet Maxwell	Gift	Other	Cactus plant	<£5	Mr Hickey - [REDACTED]	Accepted	Mr Hickey was advised that gifts can not be accepted. Mr Hickey advised that he would feel upset if a plant could not be accepted.	NULL	NULL	Yes	within limits	NULL	NULL
Adult Services	12/02/2016	Samantha Douglas	Robert Watt	Janet Maxwell	Gift	Other	Box of chocolates	<£5	confidential	Accepted	Thank you gift	NULL	NULL	Yes	Donor is not confidential but a client. gift within limit	NULL	NULL
Adult Services	08/03/2016	Mary Powell	Robert Watt	Janet Maxwell	Gift	Other	Bag of sweets	<£5	Bob Saunders	Accepted	Thank you for OT input	NULL	NULL	Yes	within limit	NULL	NULL
Adult Services	22/07/2016	Jessica Franckeiss	Robert Watt	David Williams	Gift	Other	Box of Milk Tray Chocolates	<£5	Rita Oldreive	Accepted	Thank you for OT input, did not reject as client reported that she would become upset if i did.	NULL	NULL	NULL	NULL	NULL	NULL
Adult Services	07/09/2016	Julie Roberts	Robert Watt	David Williams	Gift	Other	Bookmark and Magnet	<£5	Denise Metcalf	Accepted	Didn't want to offend by declining. I set up group previously	NULL	NULL	NULL	NULL	NULL	NULL
Adult Services	13/09/2016	Alison Stephen	Robert Watt	Janet Maxwell	Gift	Other	pack of tesco baby grows - label left on 3.75	<£5	Monica Gardner and [REDACTED]	Accepted	Thank you	NULL	NULL	NULL	NULL	NULL	NULL
Adult Services	29/09/2016	Rebecca Hobbs	Robert Watt	Janet Maxwell	Gift	Other	asda white wine	<£5	Hannah Duffy	Accepted	item given to staff member as staff leaving gift,	NULL	NULL	NULL	NULL	NULL	NULL
Adult Services	29/09/2016	Rebecca Hobbs	Robert Watt	Janet Maxwell	Gift	Other	flowers	<£5	Jamie Newcome	Accepted	item given to a staff member as a leaving gift	NULL	NULL	NULL	NULL	NULL	NULL
Adult Services	09/12/2015	Jon Woods	Robert Watt	Janet Maxwell	Gift	Other	bottle of whisky	£5-£25	Aquacars	Donated	reason for gift = xmas	Lord Mayor Appeal	NULL	No	Donated	NULL	NULL
Adult Services	10/12/2015	Kerensa Smith	Robert Watt	Janet Maxwell	Gift	Other	bottle of wine	£5-£25	Aquacars	Donated	reason for gift = xmas	Lord Mayor Appeal	NULL	No	Donated	Yes	would cause offence if refused
Adult Services	14/12/2015	Marina Martin	Robert Watt	David Williams	Gift	Other	Bottle of Baileys	£5-£25	Aqua Cars	Donated	Bottle was recieved by Young carers from a supplier and was deemed unacceptable however did not want to offend by returning	Lord Mayor Appeal	NULL	Yes	donated	NULL	NULL
Adult Services	21/12/2015	Marina Martin	Robert Watt	David Williams	Gift	Other	Bottle of Blue Nunn wine	£5-£25	unknown name	Accepted	Bottle was received as a gift but deemed unacceptable however did not want to offend by returning.	NULL	NULL	Yes	within limit	NULL	NULL
Adult Services	23/12/2015	Marina Martin	Robert Watt	David Williams	Gift	Other	Bottle of Babycham	£5-£25	unknown	Accepted	Bottle was received as a gift but deemed unacceptable however did not want to offend by returning	NULL	NULL	Yes	within limits. Donor not known	NULL	NULL
Adult Services	23/12/2015	Katy Walsh	Robert Watt	Janet Maxwell	Gift	Other	bath products	£5-£25	vanessa Salter	Accepted	to avoid offence	NULL	NULL	Yes	within limits	NULL	NULL
Adult Services	16/03/2016	Katy Walsh	Robert Watt	Janet Maxwell	Gift	Other	Bouquet of flowers in vase	£5-£25	Linda Ibbotson	Accepted	Used as a display in reception area	NULL	NULL	Yes	donated to team	NULL	NULL
Adult Services	05/09/2016	Rowshonara Reza	Robert Watt	David Williams	Gift	Other	Me to You Mugs	£5-£25	Aditi Dutta Ray	Accepted	group member leaving the country	NULL	NULL	NULL	NULL	NULL	NULL
Adult Services	20/09/2016	Nicky Ansell	Robert Watt	David Williams	Gift	Other	Notebook	£5-£25	Pat Lane	Accepted	Received from a member of the Dementia Walking Group which I assisted to set up but am now withdrawing from	NULL	NULL	NULL	NULL	NULL	NULL
Children's Services and Education	18/12/2015	Debra Harmer	Alison Jeffery	David Williams	Gift	Other	Plant	<£5	Carly Williams	Accepted	Thank you from historical client	NULL	NULL	Yes	Acceptable	NULL	NULL

Department	Date Received	Receiver	Approver	Director	Classification	Sub Classification	Description	Value	Donor Name	Receiver Action	Receiver Reason	Donated To	Donated To Other	Approved By Approver	Approver Reason	Approved By Director	Director Reason
Children's Services and Education	15/10/2015	Lauren Bray	Alison Jeffery	David Williams	Gift	Other	Bunch of flowers and 'Celebrations' chocolates	£5-£25	Ms Tammy Wells	Accepted	Gift of thanks for work undertaken in relation to donor's son (securing a school placement)	NULL	NULL	Yes	already agreed with Lauren's line manager Julia Katherine	NULL	NULL
Children's Services and Education	05/11/2015	Lyn Callaway	Alison Jeffery	David Williams	Gift	Other	Bunch of flowers and card	£5-£25	Mr & Mrs Nutland	Accepted	Thank you from a foster carer	NULL	NULL	Yes	agreed with Sarah Newman	NULL	NULL
Children's Services and Education	18/12/2015	Sheila Woolven	Alison Jeffery	David Williams	Gift	Other	Chocolates and a plant	£5-£25	Mr & Mrs Fernando	Accepted	Thank you for support DLA and accomplishing a good result	NULL	NULL	Yes	acceptable	NULL	NULL
Children's Services and Education	08/06/2016	Lyn Callaway	Alison Jeffery	David Williams	Gift	Other	Bunch of flowers	£5-£25	Danny Moore	Accepted	A thank you from a child	NULL	NULL	Yes	Gift is small, from a child, and refusal would be discourteous	NULL	NULL
Children's Social Care	13/10/2015	Lauren Whincop	Alison Jeffery	David Williams	Gift	Other	2 x 'Moustache' dummies for a baby	<£5	Mr D Appleton	Rejected	Rejected as from vulnerable adult (parent) with high level of physical and emotional health needs. I am mindful that this parent needs very professional clear boundaries.	NULL	NULL	N/A	NULL	NULL	NULL
Children's Social Care	29/03/2016	Alice Lee	Alison Jeffery	David Williams	Gift	Other	Box of Chocolates	£5-£25	Karen Nash	Accepted	Thank you present	NULL	NULL	NULL	NULL	NULL	NULL
Community and Communication	01/10/2015	Danielle Milasinovic	Louise Wilders	Michael Lawther	Gift	Other	x2 mini tourches	<£5	Danielle Milasinovic	Accepted	would have been rude not to and will give to Lord Mayors charity	NULL	NULL	Yes	donaion to LM	NULL	NULL
Community and Communication	03/11/2015	Sarah Kirby	Louise Wilders	Michael Lawther	Gift	Other	box of biscuits	<£5	Pamela Stone	Accepted	Help and advice from the team at Paulsgrove regarding claim for HB	NULL	NULL	Yes	lv	NULL	NULL
Community and Communication	16/12/2015	Donna Brain	Louise Wilders	Michael Lawther	Gift	Other	Box of Roses Chocolates	<£5	Express Legal Services	Accepted	Given to reception staff as a christmas gift	NULL	NULL	Yes	low value	NULL	NULL
Community and Communication	21/12/2015	Juanita Rogers	Jon Bell	Michael Lawther	Gift	Other	Box of biscuits	<£5	Mrs Alison Ray	Accepted	Brought in box of biscuits to say thank you for the service we have provided in relation to her families memorial bench. Got very upset when I advised that I couldn't accept box of biscuits, offered to donate to my charity of choice,I declined and advised that I would take the box of biscuits and donate them to the Lord Mayors Appeal	NULL	NULL	Yes	Within policy. Donated to mayor's charity	NULL	NULL
Community and Communication	22/12/2015	Sarah Kirby	Louise Wilders	Michael Lawther	Gift	Other	Box of biscuits & chocolates	<£5	Jeffrey Flemming	Accepted	Thanking Kerry for help and advice given regarding recent claim for Benefit.	NULL	NULL	Yes	shared across team less than £5	NULL	NULL
Community and Communication	26/09/2016	Kerry Bessey	Louise Wilders	Michael Lawther	Gift	Other	box of chocolates	<£5	Mrs Louise Lawrence	Accepted	For help and advice given whilst claiming benefit, and for Kerry's patience and kindness.	NULL	NULL	Yes	no impact	NULL	NULL
Community and Communication	17/12/2015	Danielle Milasinovic	Louise Wilders	Michael Lawther	Gift	Other	bottle of red wine	£5-£25	Danielle Milasinovic	Accepted	christmas gift	NULL	NULL	Yes	Given to Lird Mayors Charity	NULL	NULL
Culture and City Development	28/10/2015	Stephen Bailly	Michael Lawther	David Williams	Hospitality	Other	Invite to Gunwharf Quays Fireworks	<£5	Land Securities	Rejected	Conflict of interest	NULL	NULL	N/A	NULL	NULL	NULL
Culture and City Development	16/12/2015	Clare Forsyth	Stephen Bailly	Michael Lawther	Gift	Other	Box of chocolates	<£5	Brian and Rita Jackson	Accepted	Given as a thank you for running a reading group; Refusal would cause offence	NULL	NULL	Yes	Refusal would cause offence	NULL	NULL
Culture and City Development	16/12/2015	Clare Forsyth	Stephen Bailly	Michael Lawther	Gift	Other	Small panettone	<£5	Sylvie Somorjay	Accepted	Given as thank you for running a reading group. To refuse would cause offence.	NULL	NULL	Yes	Refusal would cause offence	NULL	NULL
Culture and City Development	16/12/2015	Clare Forsyth	Stephen Bailly	Michael Lawther	Gift	Other	Christmas tree decoration	<£5	Sandra Sparrius	Accepted	Given as a thank you for running a reading group; to refuse would cause offence	NULL	NULL	Yes	Refusal would cause offence	NULL	NULL
Culture and City Development	21/12/2015	David Horsley	Michael Lawther	David Williams	Gift	Other	Quality Street Tin and diaries	<£5	Barrells the funeral directors	Accepted	To wish the office a merry christmas	NULL	NULL	Yes	Within allowed limits	NULL	NULL
Culture and City Development	07/04/2016	Stephen Bailly	Michael Lawther	David Williams	Gift	Other	Jar of Honey	<£5	Friends of Cumberland House	Accepted	Honey from the Beehive at Cumberland House	NULL	NULL	Yes	Low value within policy	NULL	NULL
Culture and City Development	03/02/2016	Heather Todd	Stephen Bailly	Michael Lawther	Hospitality	Other	invitation to attend black tie gala dinner	>£40	Vespasian Security	Rejected	in light of current security tender process it would be inappropriate to attend.	NULL	NULL	N/A	NULL	NULL	NULL
Culture and City Development	05/07/2016	David Evans	Stephen Bailly	Michael Lawther	Hospitality	Other	Wimbledon Championship 2016 visit	>£40	LAWN Tennis Association	Accepted	Opportuntiy to visit LTA and discuss Portsmouth's future tennis aspirations	NULL	NULL	Yes	To gain knowledge of a major tennis event	NULL	NULL

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Culture and City Development	18/11/2015	Stephen Baily	Michael Lawther	David Williams	Hospitality	Other	Invitation to Pantomine Press Evening	£25-£40	King's Theatre Trust	Rejected	Not appropriate to accept	NULL	NULL	N/A	NULL	NULL	NULL
Culture and City Development	12/11/2015	Kelly Porter	Stephen Baily	Michael Lawther	Gift	Other	Blue and White Porcelain Pen	£5-£25	Liu Qunxin (Member of Fujian Provincial People's C	Accepted	Would have caused offence if declined receipt of gift	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	23/11/2015	Jane Singh	Stephen Baily	Michael Lawther	Gift	Other	Gift of scarf from delegation from Zhuhai	£5-£25	Zhuhai Delegation	Accepted	Would have been inappropriate to refuse, minimal value	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	23/11/2015	Stephen Baily	Michael Lawther	David Williams	Gift	Other	Pedometer	£5-£25	Zhuhai Delegation	Accepted	Gift from Zhuhai Delegation visiting the city from China, refusal would offend	NULL	NULL	Yes	Low value within policy	NULL	NULL
Culture and City Development	23/11/2015	Stephen Baily	Michael Lawther	David Williams	Gift	Other	Picture of Americas Cup 2015	£5-£25	Ben Ainslie Racing	Donated	Donated to ord Mayor's Appeal	Lord Mayor Appeal	NULL	Yes	Noted donated	NULL	NULL
Culture and City Development	24/11/2015	Claire Looney	Stephen Baily	Michael Lawther	Gift	Other	Scarf	£5-£25	Zhuhai City Council	Accepted	Gift was offered by a visiting delegation from Zhuhai	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	02/12/2015	David Horsley	Michael Lawther	David Williams	Gift	Other	Boxes of chocolotes	£5-£25	Lee Fletchers Funeral Directors	Accepted	To wish the office a merry christmas	NULL	NULL	Yes	Within allowed limits	NULL	NULL
Culture and City Development	04/12/2015	Diane Clay	Stephen Baily	Michael Lawther	Gift	Other	food items	£5-£25	Friends of Cumberland House Anita Stepniz	Accepted	rude not to accept	NULL	NULL	Yes	Refusal would cause offence	NULL	NULL
Culture and City Development	11/12/2015	Chris Richards	Stephen Baily	Michael Lawther	Gift	Other	Pot plant	£5-£25	Anita Stepnitz	Accepted	Refusal would offend	NULL	NULL	Yes	Refusal would cause offence	NULL	NULL
Culture and City Development	22/12/2015	David Horsley	Michael Lawther	David Williams	Gift	Other	Cup Cakes	£5-£25	Anonymous	Accepted	To wish the office a merry christmas	NULL	NULL	Yes	Within allowed limits	NULL	NULL
Culture and City Development	06/01/2016	Seamus Meyer	Stephen Baily	Michael Lawther	Hospitality	Other	Working lunch in London	£5-£25	Savills and Gensler	Accepted	All day meeting with Savills & Gensler , and meeting continued into lunch	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	06/01/2016	Mark Pembleton	Stephen Baily	Michael Lawther	Hospitality	Other	Lunch in London following a meeting	£5-£25	Saville and Gensler	Accepted	lunch following a meeting	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	06/01/2016	Claire Upton-Brown	Stephen Baily	Michael Lawther	Gift	Other	Lunch	£5-£25	Gensler	Accepted	Working lunch in London	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	25/01/2016	Claire Upton-Brown	Stephen Baily	Michael Lawther	Hospitality	Other	Lunch	£5-£25	Savills	Accepted	All day site visits & meeting with Savills and Gensler continued into evening	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	25/01/2016	Seamus Meyer	Stephen Baily	Michael Lawther	Hospitality	Other	All day site visits and meeting with Savills and Gensler continued into evening meal	£5-£25	Savills and Gensler	Accepted	All day site visits and meeting with Savills and Gensler that continued into evening meal	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	02/02/2016	Claire Looney	Stephen Baily	Michael Lawther	Hospitality	Other	10th Anniversary Dinner	£5-£25	Vespesian Security	Rejected	Currently in procurement process for framework contract for this work area	NULL	NULL	N/A	NULL	NULL	NULL
Culture and City Development	15/03/2016	Claire Looney	Stephen Baily	Michael Lawther	Gift	Other	Les 177 Francais de Jour J book which will be given to D Day Museum	£5-£25	Mayor Romain Bail, Mayor of Quistreham	Accepted	Refusal would offend	NULL	NULL	Yes	Refusal would offend and gift donated to the D-Day Museum	Yes	for the reason sated above.
Culture and City Development	03/05/2016	Claire Looney	Stephen Baily	Michael Lawther	Gift	Other	City of Duisburg Scarf and keyring	£5-£25	Mayor Soren Link, Mayor of Duisburg	Accepted	Refusal would cause offence to the Duisburg Mayor	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	20/06/2016	Andrew Whitmarsh	Stephen Baily	Michael Lawther	Gift	Other	Two bottles of Normandy cider, two boxes of biscuits	£5-£25	Steve & Amy Matthews	Accepted	Left with reception desk staff in my absence, not able to return to donor. My manager has asked that the gift be passed to Lord Mayor's charity.	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	22/07/2016	Stephen Baily	Michael Lawther	David Williams	Gift	Other	Food Gift from the Mayor of Duisburg	£5-£25	Mayor Soren Link / Duisburg	Accepted	Gift from the Mayor of Duisburg - Refusal would offend	NULL	NULL	Yes	within allowed limits	NULL	NULL
Culture and City Development	25/07/2016	Claire Looney	Stephen Baily	Michael Lawther	Gift	Other	Small dish	£5-£25	Mayor Sorn Link, Mayor of Duisburg	Accepted	Refusal would cause offence to the Duisburg Mayor	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Culture and City Development	10/08/2016	Jennifer Macey	Stephen Baily	Michael Lawther	Gift	Other	Box of chocolates	£5-£25	Mrs Cheryl High-Stephenson	Accepted	Thank you for family history research	NULL	NULL	Yes	Refusal would offend	NULL	NULL
Executive	20/10/2015	David Williams	Jon Bell	Michael Lawther	Hospitality	Other	Invitation to Solent Business Awards Dinner	£25-£40	KPMG LLP	Rejected	Invited as representative of the City Council	NULL	NULL	N/A	NULL	NULL	NULL
Executive	21/06/2016	David Williams	Jon Bell	Michael Lawther	Hospitality	Other	Vibrant Economy Private Dinner for the Public Sector, 28 September	£25-£40	Grant Thornton	Rejected	Invited as representative of the City Council	NULL	NULL	N/A	NULL	NULL	NULL

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Executive	12/07/2016	David Williams	Jon Bell	Michael Lawther	Hospitality	Other	Private Dinner at Hotel du Vin	£25-£40	Ernst & Young LLP	Rejected	Networking event for senior executives on the south coast to receive an economic insight and business implications for the UK economy.	NULL	NULL	N/A	NULL	NULL	NULL
Executive	26/10/2015	David Williams	Jon Bell	Michael Lawther	Hospitality	Other	Invitation to Christmas Cocktail Party	£5-£25	Land Securities Group plc	Rejected	Invited as representative of the City Council - networking event	NULL	NULL	N/A	NULL	NULL	NULL
Executive	18/05/2016	David Williams	Jon Bell	Michael Lawther	Hospitality	Other	Invitation to Summer Drinks and Leadership Survey/Networking Event for public and third sector executives	£5-£25	GatenbySanderson	Rejected	Invited as Chief Executive of the Local Authority	NULL	NULL	N/A	NULL	NULL	NULL
Executive	20/07/2016	David Williams	Jon Bell	Michael Lawther	Hospitality	Other	Zurich Municipal Dinner	£5-£25	Zurich Municipal	Rejected	Networking event for Local Authority Chief Executives, as part of the annual Solace Conference	NULL	NULL	N/A	NULL	NULL	NULL
Finance	24/11/2015	Mark Webb	Martin Putman	Michael Lawther	Gift	Other	Fitness Smart Band (Mi)	£5-£25	Zhuhai Delegation - China	Accepted	Official delegation from China - Zhuhai visitors	NULL	NULL	Yes	within approval limits	NULL	NULL
Finance and Information Service	16/12/2015	Trish Barfield	Chris Ward	Michael Lawther	Gift	Other	Chocolates	<£5	Jane Newbury	Accepted	Gift of chocolates for whole team to thank for help and support	NULL	NULL	Yes	Small value across whole team	NULL	NULL
Finance and Information Service	15/08/2016	Greg Povey	Chris Ward	Michael Lawther	Gift	Other	Metal travel mug	<£5	Quality Assured Projects	Accepted	Promotional product received through the post	NULL	NULL	Yes	Low value	NULL	NULL
Finance and Information Service	25/05/2016	Greg Povey	Chris Ward	Michael Lawther	Hospitality	Other	Lunch	£25-£40	Eric Braingier, Ensign	Accepted	Abroad in Paris at Colas's research laboratory	NULL	NULL	No	Low Value	NULL	NULL
Finance and Information Service	17/12/2015	Trish Barfield	Chris Ward	Michael Lawther	Gift	Other	Confectionary selection	£5-£25	HCSS Education	Accepted	Gift from software supplier, shared with whole team	NULL	NULL	Yes	Small value across whole team	NULL	NULL
Finance and Information Service	21/12/2015	Ann Mitchell	Chris Ward	Michael Lawther	Gift	Other	Thorntons Chocolate 426g and card addressed to Ann Mitchell & Team	£5-£25	The Landscape Group	Accepted	small value (£12.00 checked on line) to be shared by team	NULL	NULL	Yes	Small value across the team	NULL	NULL
Finance and Information Service	07/01/2016	Wayne Layton	Chris Ward	Michael Lawther	Gift	Other	Box of Chocolates	£5-£25	Power Data Associattes	Accepted	The box of Chocolates said Merry Christmas on them and I only recieved these after coming back from leave so it was too late to return them or donate them to the Lord Mayors Raffle..	NULL	NULL	Yes	Low value	NULL	NULL
Finance and Information Service	01/02/2016	Wayne Layton	Chris Ward	Michael Lawther	Gift	Other	Three boxes of Japanese Chocolates	£5-£25	Nomura Research Institute	Donated	The Nomura Institutre from Japan visited Portsmouth to find out about how a Highways Maintenance PFI works, after I delivered a presentation they gave me some confectionary, it would have caused offence to reject the offer so I accpeted and have donated to the Lord Mayors Fund.	Lord Mayor Appeal	NULL	Yes	Low value and no contractual relationship	NULL	NULL
Human Resources, Legal and Procurement	21/12/2015	David Atkinson	Louise Wilders	Michael Lawther	Gift	Other	Christmas caered and box of 6 mince pies	<£5	Mary	Accepted	Received through post. Card reads "To David + all in the department - wishing you a peaceful christmas & a happy new year, Mary" - Sender is unknown	NULL	NULL	Yes	no value	NULL	NULL
Portsmouth International Port	02/11/2015	Rupert Taylor	Martin Putman	Michael Lawther	Hospitality	Other	Scoot Ferries press event	£25-£40	Scoot Ferries	Rejected	Diary conflict	NULL	NULL	N/A	NULL	NULL	NULL
Portsmouth International Port	11/12/2015	Martin Putman	Martin Putman	Michael Lawther	Hospitality	Other	UK Chamber of Shipping Annual Dinner	£25-£40	Serco Limited	Rejected	Port Contractor	NULL	NULL	N/A	NULL	NULL	NULL
Portsmouth International Port	17/06/2016	Mark Willcox	Martin Putman	Michael Lawther	Gift	Other	Champagne	£5-£25	Travellex (ferry contractor)	Donated	Given to Port by Terminal service	Lord Mayor Appeal	NULL	NULL	NULL	NULL	NULL
Property and Housing	13/11/2015	Catherine Pearce	Owen Buckwell	Michael Lawther	Gift	Cash	£5	£5-£25	Mrs G Minter	Rejected	not allowed	NULL	NULL	N/A	NULL	NULL	NULL
Property and Housing	22/08/2016	James Robinson	Owen Buckwell	Michael Lawther	Sponsorship	Cash	Donation of £20	£5-£25	Mr & Mrs Huntley	Donated	Donating to the charity I am fundraising for	Other	Cancer Research UK	Yes	within approval limits	NULL	NULL
Property and Housing	08/12/2015	Kathleen Pirie	Owen Buckwell	Michael Lawther	Gift	Other	Tub of Quality Street chocolates	<£5	Lincoln Gibson of Duraflor	Accepted	will be donated to Lord Mayor's charity	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	14/12/2015	Roger Nottage	Owen Buckwell	Michael Lawther	Gift	Other	1 Euro lottery ticket for 11/12/2015	<£5	Robert Hills	Accepted	Ticket was not a winning one	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	16/12/2015	Julia Harper	Owen Buckwell	Michael Lawther	Gift	Other	Roses chocolates - for whole office - Wecock	<£5	Indira Sansom	Accepted	Christmas	NULL	NULL	Yes	w	NULL	NULL

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Property and Housing	18/12/2015	Peter Diamond	Owen Buckwell	Michael Lawther	Gift	Other	Box of biscuits	<£5	Victoria Manser	Accepted	thank you gift from customer.	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	18/12/2015	Fiona Stewart	Owen Buckwell	Michael Lawther	Gift	Other	1xEuro Millions Ticket dated 11/12	<£5	Mr Robert Hills	Accepted	Christmas Gift from Leaseholder	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	08/02/2016	Anne Cains	Owen Buckwell	Michael Lawther	Gift	Other	Small box of Roses chocolates (331g)	<£5	Orbis Security	Accepted	Error by contractor over notice	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	19/02/2016	Shane Galvin	Owen Buckwell	Michael Lawther	Gift	Other	Flowers	<£5	Mihaela Dos Santos	Accepted	Low value bunch of flowers as thank you to a member of the team who dealt with her case	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	24/02/2016	Andrea Griffiths	Owen Buckwell	Michael Lawther	Gift	Other	chocolates	<£5	Artur Stobinski	Accepted	thanking me for assisting them with rehousing	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	24/02/2016	Andrea Griffiths	Owen Buckwell	Michael Lawther	Gift	Other	chocolates	<£5	Artur Stobinski	Accepted	thanking me for assisting them with rehousing	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	11/03/2016	Jackie Lee	Owen Buckwell	Michael Lawther	Gift	Other	Bunch of Tulips	<£5	Samantha Johnson	Accepted	Small gift, refusal would cause offence	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	21/06/2016	Kathryn Longstaff	Owen Buckwell	Michael Lawther	Gift	Other	Box of Lindt Chocloates	<£5	Mrs Shelly Hussain	Accepted	Small,below £5 gift	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	21/06/2016	Olivia Norman	Owen Buckwell	Michael Lawther	Gift	Other	Box of Lindt chocolates	<£5	Mr and Mrs Hussain	Accepted	For assisting with the letting of a commercial premises.	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	21/06/2016	Chris Wotton	Owen Buckwell	Michael Lawther	Gift	Other	Box of Lindt Chocolates	<£5	Shelley Hussain	Accepted	Thanks for negotiating lease at Estella Rd Parking area	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	29/06/2016	Jackie Lee	Owen Buckwell	Michael Lawther	Gift	Other	274g box of Thorntons Chocolate	<£5	Rhianna Robertson	Accepted	Thank you gift for rehousing	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	08/07/2016	Raymond Crouch	Owen Buckwell	Michael Lawther	Gift	Other	Lindt chocolates	<£5	Shelly Hussain	Accepted	Assisting with lease	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	14/09/2016	Jackie Minall	Owen Buckwell	Michael Lawther	Gift	Other	box of celebration chocolates	<£5	Catherine Farmer	Accepted	thank you	NULL	NULL	NULL	NULL	NULL	NULL
Property and Housing	19/09/2016	Maria Spencer	Owen Buckwell	Michael Lawther	Gift	Other	Chocolates & Biscuits	<£5	Glynis Landing	Accepted	Tenant thankful for help with Tax Credits overpayment	NULL	NULL	NULL	NULL	NULL	NULL
Property and Housing	18/12/2015	Fiona Stewart	Owen Buckwell	Michael Lawther	Hospitality	Other	Afternoon Tea for Two @ Queens Hotel	£25-£40	Ms Weidan Liu	Accepted	Christmas Gift from a Leaseholder	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	30/06/2016	Steve Groves	Owen Buckwell	Michael Lawther	Hospitality	Other	Southcoast Business Awards	£25-£40	Simon Winkworth (Business Development Manager)	Rejected	Mountjoy will potentially be tendering for repairs service contracts during 2016	NULL	NULL	N/A	NULL	NULL	NULL
Property and Housing	02/10/2015	Valerie Searley	Owen Buckwell	Michael Lawther	Gift	Other	Bunch of flowers for Nicky Arnold Scheme Manager	£5-£25	Residents of Avocet House	Accepted	Nicky Arnold Scheme Manager was moving schemes and residents collected monney to buy flowers as a thank you for the support she had given them and to wish her luck in her new role	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	05/10/2015	Joy Yates	Owen Buckwell	Michael Lawther	Gift	Other	bottle of white wine	£5-£25	Mr B Bernice	Accepted	Thank you for helping him	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	26/10/2015	Karen Tugby	Owen Buckwell	Michael Lawther	Gift	Other	Bouquet of flowers	£5-£25	[REDACTED]	Accepted	Didn't want to offend. But explained to the tenant's son that staff are not allowed to accept gifts. but on this occasion they will be accepted but has asked not to send or give anything in future.	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	29/10/2015	Joanna Ramsell	Owen Buckwell	Michael Lawther	Gift	Other	Bunch of flowers and bottle of wine	£5-£25	Antony Cassidy	Accepted	Really happy with teh help he had received over teh course of his tenancy (he has now moved)	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	11/12/2015	Christine Matchett	Owen Buckwell	Michael Lawther	Gift	Other	Box of chocolates	£5-£25	Beacon View Academy	Accepted	Christmas card and chocolates received in internal post as thanks for help and support in respect of improving school lunches	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	21/12/2015	Shellie-Anne Walker	Owen Buckwell	Michael Lawther	Gift	Other	Box of biscuits	£5-£25	Kathryn Coates	Accepted	Nominal Value refusal would offend	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	21/12/2015	Shellie-Anne Walker	Owen Buckwell	Michael Lawther	Gift	Other	Box of Chocolates	£5-£25	Tracey Callery	Accepted	Nominal Value refusal would offend	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	22/12/2015	Danika Hooker	Owen Buckwell	Michael Lawther	Gift	Other	Chocolates	£5-£25	Mr Flemming	Accepted	Shared within office	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	22/12/2015	Justin Tolentino	Owen Buckwell	Michael Lawther	Gift	Other	Bottle of wine, box of chocolates, chocolate log & bag of pick n mix sweets	£5-£25	Aileen Hopkins	Accepted	Christmas gift	NULL	NULL	Yes	within approval limits	NULL	NULL

Department	Date Received	Receiver	Approver	Director	Classification	Sub Classification	Description	Value	Donor Name	Receiver Action	Receiver Reason	Donated To	Donated To Other	Approved By Approver	Approver Reason	Approved By Director	Director Reason
Property and Housing	23/12/2015	Christine Hayman	Owen Buckwell	Michael Lawther	Gift	Other	Avon ear rings and necklace	£5-£25	Michelle Oliver	Accepted	All the help throughout the year that I give to Michelle	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	01/02/2016	Clare Hardwick	Owen Buckwell	Michael Lawther	Gift	Other	Bottle of Cava	£5-£25	Client wishes to remain anon	Accepted	Grateful member of public	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	01/02/2016	Clare Hardwick	Owen Buckwell	Michael Lawther	Gift	Other	Bottle of Cava	£5-£25	Client wishes to remain anon	Donated	Grateful member of public	Lord Mayor Appeal	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	19/02/2016	Karen Tugby	Owen Buckwell	Michael Lawther	Gift	Other	Small box of chocolates and bar of soap	£5-£25	Ms Nicholls [REDACTED]	Accepted	To thank Karen for help with sorting out debt	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	19/02/2016	Martine Stewart	Owen Buckwell	Michael Lawther	Gift	Other	Small box of chocolates and a bar of soap	£5-£25	Ms Nicholls [REDACTED]	Accepted	For help with sorting out debt	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	17/03/2016	Sharon George	Owen Buckwell	Michael Lawther	Gift	Other	Chocolates	£5-£25	Hargreaves Risk and Strategy	Accepted	Less than £25 value	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	21/04/2016	Martine Stewart	Owen Buckwell	Michael Lawther	Gift	Other	Bottle of wine	£5-£25	Mr W Palmer [REDACTED]	Accepted	To say thank you for all the help	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	18/05/2016	Fiona Stewart	Owen Buckwell	Michael Lawther	Gift	Other	Bunch of flowers	£5-£25	Mrs Gillian Bishop	Accepted	Thank you	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	20/07/2016	Suzanne Winter	Owen Buckwell	Michael Lawther	Gift	Other	Bunch of flowers	£5-£25	Mr Darren Barker	Accepted	As a thank you for the help I gave them	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	18/08/2016	Julia Moneyppenny	Owen Buckwell	Michael Lawther	Gift	Other	Fruit Basket	£5-£25	Mr Kelvin Brown	Accepted	For help and assistance	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	03/12/2015	Vernon Nash	Owen Buckwell	Michael Lawther	Hospitality	Tickets	Tickets to press night of Pantomime	£25-£40	Kings Theatre Trust	Accepted	I was intending on going to the pantomime with my family in any event. I will be donating the equivalent value of the tickets to the Kings Theatre Charity. Action agreed with my line manager.	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	08/10/2015	Alan Wright	Owen Buckwell	Michael Lawther	Gift	Voucher	Gift voucher	£5-£25	Mrs Boydell	Accepted	Help with additional funds from DWP	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	04/11/2015	Valerie Searley	Owen Buckwell	Michael Lawther	Gift	Voucher	Debenhams Gift Voucher given to Nicky Arnold	£5-£25	Residents of Wyn Sutcliffe Court	Rejected	Nicky Arnold moving schemes & residents collected money & gave Nicky voucher to show their appreciation	NULL	NULL	N/A	NULL	NULL	NULL
Public Health	13/01/2016	Mumena Begum	Janet Maxwell	David Williams	Gift	Other	Small box of Guylian chocolates	<£5	Kathleen Patrick	Accepted	End of weight management intervention	NULL	NULL	Yes	already accepted	NULL	NULL
Public Health	13/01/2016	Mumena Begum	Janet Maxwell	David Williams	Gift	Other	Lush Skincare box (shower gel & soap)	£5-£25	Laurence Farrell	Accepted	End of intervention (smoking)	NULL	NULL	Yes	already accepted	NULL	NULL
Public Health	13/01/2016	Mumena Begum	Janet Maxwell	David Williams	Gift	Other	Bunch of flowers & bracelet	£5-£25	Archana Battula	Accepted	End of weight management intervention	NULL	NULL	Yes	already accepted	NULL	NULL
Regulatory Services, Community Safety and Trouble	17/12/2015	Emma Kettle	Janet Maxwell	David Williams	Gift	Other	Small festive basket with sweets, mince pies, nuts	£5-£25	Franca Webb	Accepted	offended if not recieved	NULL	NULL	Yes	small gifts accepted to avoid offence	NULL	NULL
Transport, Environment and Business Support	22/02/2016	John Houghton	Alan Cufley	Michael Lawther	Gift	Other	Parker Pen	<£5	South West Trains	Accepted	20th Anniversary Twickenham to London Waterloo Line	NULL	NULL	Yes	Acceptable gift - within policy	NULL	NULL
Transport, Environment and Business Support	27/11/2015	Alan Cufley	Michael Lawther	David Williams	Hospitality	Other	Dinner Guest (PCC rep) Portsmouth Property Association Annual Dinner	£25-£40	Portsmouth Property Association	Accepted	Within policy - representing PCC	NULL	NULL	Yes	Within policy/not excess hospitality	NULL	NULL
Transport, Environment and Business Support	12/11/2015	Michael Robinson	Alan Cufley	Michael Lawther	Gift	Tickets	Tickets for Panto at Kings Theatre	£5-£25	Kings Theatre	Rejected	Not appropriate	NULL	NULL	N/A	NULL	NULL	NULL
Transport, Environment and Business Support	17/12/2015	Michael Vickers	Alan Cufley	Michael Lawther	Gift	Voucher	2 x £50 Marks and Spencer Vouchers	£5-£25	John Turner Commercials	Rejected	Against Policy to Accept	NULL	NULL	N/A	NULL	NULL	NULL

Appendix 2 Value Exceeds £40

Department	Date Received	Receiver	Approver	Director	Classification	Sub Classification	Description	Value	Donor Name	Receiver Action	ReceiverReason	Donated To	Donated To Other	Approved By Approver	Approver Reason	Approved By Director	Director Reason
Culture and City Development	03/02/2016	Heather Todd	Stephen Baily	Michael Lawther	Hospitality	Other	invitation to attend black tie gala dinner	>£40	Vespasian Security	Rejected	in light of current security tender process it would be inappropriate to attend.	NULL	NULL	N/A	NULL	NULL	NULL
Culture and City Development	05/07/2016	David Evans	Stephen Baily	Michael Lawther	Hospitality	Other	Wimbledon Championship 2016 visit	>£40	Lawn Tennis Association	Accepted	Opportuntiy to visit LTA and discuss Portsmouth's future tennis aspirations	NULL	NULL	Yes	To gain knowledge of a major tennis event	NULL	NULL

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Appendix 3 ASC Outside Limits

Department	Date Received	Receiver	Approver	Director	Classification	Sub Classification	Description	Value	Donor Name	Receiver Action	Receiver Reason	Donated To	Donated To Other	Approved By Approver	Approver Reason	Approved By Director	Director Reason
Adult Services	09/12/2015	Jon Woods	Robert Watt	Janet Maxwell	Gift	Other	bottle of whisky	£5-£25	Aquacars	Donated	reason for gift = xmas	Lord Mayor Appeal	NULL	No	Donated	NULL	NULL
Adult Services	10/12/2015	Kerensa Smith	Robert Watt	Janet Maxwell	Gift	Other	bottle of wine	£5-£25	Aquacars	Donated	reason for gift = xmas	Lord Mayor Appeal	NULL	No	Donated	Yes	would cause offence if refused
Adult Services	14/12/2015	Marina Martin	Robert Watt	David Williams	Gift	Other	Bottle of Baileys	£5-£25	Aqua Cars	Donated	Bottle was recieved by Young carers from a supplier and was deemed unacceptable however did not want to offend by returning	Lord Mayor Appeal	NULL	Yes	donated	NULL	NULL
Adult Services	21/12/2015	Marina Martin	Robert Watt	David Williams	Gift	Other	Bottle of Blue Nunn wine	£5-£25	unknown name	Accepted	Bottle was received as a gift but deemed unacceptable however did not want to offend by returning.	NULL	NULL	Yes	within limit	NULL	NULL
Adult Services	23/12/2015	Marina Martin	Robert Watt	David Williams	Gift	Other	Bottle of Babycham	£5-£25	unknown	Accepted	Bottle was received as a gift but deemed unacceptable however did not want to offend by returning	NULL	NULL	Yes	within limits. Donor not known	NULL	NULL
Adult Services	23/12/2015	Katy Walsh	Robert Watt	Janet Maxwell	Gift	Other	bath products	£5-£25	vanessa Salter	Accepted	to avoid offence	NULL	NULL	Yes	within limits	NULL	NULL
Adult Services	16/03/2016	Katy Walsh	Robert Watt	Janet Maxwell	Gift	Other	Bouquet of flowers in vase	£5-£25	Linda Ibbotson	Accepted	Used as a display in reception area	NULL	NULL	Yes	donated to team	NULL	NULL
Adult Services	05/09/2016	Rowshonara Reza	Robert Watt	David Williams	Gift	Other	Me to You Mugs	£5-£25	Aditi Dutta Ray	Accepted	group member leaving the country	NULL	NULL	NULL	NULL	NULL	NULL
Adult Services	20/09/2016	Nicky Ansell	Robert Watt	David Williams	Gift	Other	Notebook	£5-£25	Pat Lane	Accepted	Received from a member of the Dementia Walking Group which I assisted to set up but am now withdrawing from	NULL	NULL	NULL	NULL	NULL	NULL

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Appendix 4a Cash

Department	Date Received	Receiver	Approver	Director	Classification	Sub Classification	Description	Value	Donor Name	Receiver Action	Receiver Reason	Donated To	Donated To Other	Approved By Approver	Approver Reason	Approved By Director	Director Reason
Property and Housing	13/11/2015	Catherine Pearce	Owen Buckwell	Michael Lawther	Gift	Cash	£5	£5-£25	Mrs G Minter	Rejected	not allowed	NULL	NULL	N/A	NULL	NULL	NULL
Property and Housing	22/08/2016	James Robinson	Owen Buckwell	Michael Lawther	Sponsorship	Cash	Donation of £20	£5-£25	Mr & Mrs Huntley	Donated	Donating to the charity I am fundraising for	Other	Cancer Research UK	Yes	within approval limits	NULL	NULL

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Appendix 4b Vouchers

Department	Date Received	Receiver	Approver	Director	Classification	Sub Classification	Description	Value	Donor Name	Receiver Action	Receiver Reason	Donated To	Donated To Other	Approved By Approver	Approver Reason	Approved By Director	Director Reason
Property and Housing	08/10/2015	Alan Wright	Owen Buckwell	Michael Lawther	Gift	Voucher	Gift voucher	£5-£25	Mrs Boydell	Accepted	Help with additional funds from DWP	NULL	NULL	Yes	within approval limits	NULL	NULL
Property and Housing	04/11/2015	Valerie Searley	Owen Buckwell	Michael Lawther	Gift	Voucher	Debenhams Gift Voucher given to Nicky Arnold	£5-£25	Residents of Wyn Sutcliffe Court	Rejected	Nicky Arnold moving schemes & residents collected money & gave Nicky voucher to show their appreciation	NULL	NULL	N/A	NULL	NULL	NULL
Transport, Environment and Business Support	17/12/2015	Michael Vickers	Alan Cufley	Michael Lawther	Gift	Voucher	2 x £50 Marks and Spencer Vouchers	£5-£25	John Turner Commercials	Rejected	Against Policy to Accept	NULL	NULL	N/A	NULL	NULL	NULL

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Appendix 4 c Event Tickets

Department	Date Received	Receiver	Approver	Director	Classification	Sub Classification	Description	Value	Donor Name	Receiver Action	Receiver Reason	Donated To	Donated To Other	Approved By Approver	Approver Reason	Approved By Director	Director Reason
Property and Housing	03/12/2015	Vernon Nash	Owen Buckwell	Michael Lawther	Hospitality	Tickets	Tickets to press night of Pantomime	£25-£40	Kings Theatre Trust	Accepted	I was intending on going to the pantomime with my family in any event. I will be donating the equivalent value of the tickets to the Kings Theatre Charity. Action agreed with my line manager.	NULL	NULL	Yes	within approval limits	NULL	NULL
Transport, Environment and Business Support	12/11/2015	Michael Robinson	Alan Cufley	Michael Lawther	Gift	Tickets	Tickets for Panto at Kings Theatre	£5-£25	Kings Theatre	Rejected	Not appropriate	NULL	NULL	N/A	NULL	NULL	NULL

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Appendix 5 Donated Gifts

Department	Date Received	Receiver	Approver	Director	Classification	Sub Classification	Description	Value	Donor Name	Receiver Action	Receiver Reason	Donated To	Donated To Other	Approved By Approver	Approver Reason	Approved By Director	Director Reason
Adult Services	16/12/2015	Jayne Gentle	Robert Watt	David Williams	Gift	Other	plant	<£5	Cherry Mincham	Donated	Thank you	Other	Carers centre	No	donated	NULL	NULL
Adult Services	21/12/2015	Jayne Gentle	Robert Watt	David Williams	Gift	Other	small plaque	<£5	Vanessa Salter	Donated	Thank you	Other	Carers centre kitchen	No	donated	NULL	NULL
Adult Services	09/12/2015	Jon Woods	Robert Watt	Janet Maxwell	Gift	Other	bottle of whisky	£5-£25	Aquacars	Donated	reason for gift = xmas	Lord Mayor Appeal	NULL	No	Donated	NULL	NULL
Adult Services	10/12/2015	Kerensa Smith	Robert Watt	Janet Maxwell	Gift	Other	bottle of wine	£5-£25	Aquacars	Donated	reason for gift = xmas	Lord Mayor Appeal	NULL	No	Donated	Yes	would cause offence if refused
Adult Services	14/12/2015	Marina Martin	Robert Watt	David Williams	Gift	Other	Bottle of Baileys	£5-£25	Aqua Cars	Donated	Bottle was recieved by Young carers from a supplier and was deemed unacceptable however did not want to offend by returning	Lord Mayor Appeal	NULL	Yes	donated	NULL	NULL
Culture and City Development	23/11/2015	Stephen Bailly	Michael Lawther	David Williams	Gift	Other	Picture of Americas Cup 2015	£5-£25	Ben Ainslie Racing	Donated	Donated to ord Mayor's Appeal	Lord Mayor Appeal	NULL	Yes	Noted donated	NULL	NULL
Finance and Information Service	01/02/2016	Wayne Layton	Chris Ward	Michael Lawther	Gift	Other	Three boxes of Japanese Chocolates	£5-£25	Nomura Research Institute	Donated	The Nomura Institutre from Japan visited Portsmouth to find out about how a Highways Maintenance PFI works, after I delivered a presentation they gave me some confectionary, it would have caused offence to reject the offer so I accpeted and have donated to the Lord Mayors Fund.	Lord Mayor Appeal	NULL	Yes	Low value and no contractual relationship	NULL	NULL
Portsmouth International Port	17/06/2016	Mark Willcox	Martin Putman	Michael Lawther	Gift	Other	Champagne	£5-£25	Travellex (ferry contractor)	Donated	Given to Port by Terminal service	Lord Mayor Appeal	NULL	NULL	NULL	NULL	NULL
Property and Housing	22/08/2016	James Robinson	Owen Buckwell	Michael Lawther	Sponsorship	Cash	Donation of £20	£5-£25	Mr & Mrs Huntley	Donated	Donating to the charity I am fundraising for	Other	Cancer Research UK	Yes	within approval limits	NULL	NULL
Property and Housing	01/02/2016	Clare Hardwick	Owen Buckwell	Michael Lawther	Gift	Other	Bottle of Cava	£5-£25	Client wishes to remain anon	Donated	Grateful member of public	Lord Mayor Appeal	NULL	Yes	within approval limits	NULL	NULL

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Title of meeting:	Governance & Audit & Standards Committee
Date of meeting:	4 th November 2016
Subject:	Audit Performance Status Report to 7th October 2016
Report by:	Chief Internal Auditor
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Summary

- 1.1 No new critical risk exceptions or "No Assurance" audits from the 2016/17 Audit Plan are highlighted in this report.
- 1.2 There are now 136 planned audits for 2016/17 made up of 108 new reviews and 28 follow up audits. Of these, 78 (57%) have been completed or are in progress as at 7th October 2016. This represents 30 audits (22%) where the report has been finalised, 3 audits (2%) where the report is in draft and 45 audits (33%) currently in progress.
- 1.3 In addition to the planned audits there are 11 areas of on-going work and 4 continuous audits which contribute to risk assurance.
- 1.4 Areas of Assurance are shown in Appendix A. Results of completed follow up audits can be found within Appendix B.

2. Purpose of report

- 2.1 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.

3. Recommendations

- 3.1 That Members note the Audit Performance for 2016/17 to 7th October 2016.
- 3.2 That Members note the highlighted areas of control weakness for the 2016/17 Audit Plan.

4. Background

- 4.1 The Annual Audit Plan for 2016/17 has been drawn up in accordance with the agreed Audit Strategy approved by this Committee on 29th January 2016 following consultation with the Chief Executive, Deputy Chief Executive, Directors and the previous Chair of this Committee.

5. Audit Plan Status 2016/17 to 7th October 2016

Percentage of the approved plan completed

- 5.1 57% of the annual audit plan has been completed or is in progress as at 7th October 2016. Appendix A shows the completed audits since the last meeting. Appendix B shows the completed follow up audits since the last meeting.
- 5.2 The overall percentage figure is made up as follows:
- 25 new reviews (18%) where the report has been issued, 2 in draft form (1%) and 39 (29%) where work is in progress
 - 5 planned follow ups (4%) where the report has been issued, 1 in draft form (1%) and 6 (4%) where work is in progress
- 5.3 As requested by Members of the Committee a breakdown of the assurance levels on completed audits is contained in Appendix A. Where specific parts of the control framework have not been tested on an area (because it has been assessed as low risk for example) it is recorded as NAT (No Areas Tested) within the Appendix.

Changes to the 2016/17 Audit Plan

- 5.4 Three full audits have been removed from the Audit Plan since the last meeting.
- 5.4.1 Sea Defences - this audit has been deferred until 2017/18 in order to accommodate the additional external work secured from external clients
- 5.4.2 Children's Centres - The audit has been deferred as the service is in the process of remodelling in order to meet updated national requirements
- 5.4.3 Mineral and Waste Planning - The pre audit research into this area indicated that the risks in this area were low due to the service being operated and monitored by the County Council.

5.5 External Clients

Since the last meeting a further 40 days of audit work has been requested by an external client. This additional work means that Internal Audit has now secured 282 days of audit work for external clients during 2016/17. 41% of the days for this work have now been completed.

5.6 Reactive Work

Reactive work completed by Internal Audit in 2016/17 includes:

- 17 corporate fraud investigations
- 20 items of advice

As well as the following unplanned reviews/work:

- Channel Shift Programme
- Copyright Audit

Exceptions

5.7 Of the full audits completed so far this year the number of exceptions within each category have been:

- 1 Critical Risk
- 40 High Risk
- 7 Medium Risk
- 3 Low Risk (Improvements)

5.8 The table below is a comparison of the audit status figures for at this time for this financial year and the previous two years.

	2014/15	2015/16	2016/17
% of the audit plan progressed	55%	57%	57%
No. of Critical exceptions	3	1	1
No. of High risk exceptions	41	29	40

Ongoing Areas

5.9

The following 11 areas are on-going areas of work carried out by Internal Audit;

- Regulation of Investigatory Powers Act (RIPA)- authorisations and training
- Anti-Money Laundering, includes processing of activity reports, review of the policy and staff training.
- Investigations
- Financial Rules waivers
- National Fraud Initiative (NFI) to facilitate national data matching carried out by the Audit Commission
- National Anti-Fraud Network (NAFN) bulletins and intelligence follow up
- Counter Fraud Programme
- Policy Hub project to ensure that all Council policies are held in one place and staff are notified of the policies relevant to them
- G&A&S Committee reporting and attendance and Governance,
- Audit Planning and Consultation
- Risk Management

Continuous Audit Areas

- 5.10 The following 4 areas are subject to continuous audit (i.e. regular check to controls) and feed into overall assurance;
- Legionella Management
 - Asbestos Management
 - Key risks management in services
 - Performance Management

6. Areas of Concern & Updates

- 6.1 There are no new areas of concern or updates to report at this time.

7. Comments on the plan to date

- 7.1 The 2016/17 Audit Plan is on course to be completed by 31st March 2017. The 57% of audits either completed or in progress is in line with position during 2015/16. One critical risk exception has been raised under the 2016/17 plan whilst the number of high risks (40) is considerably higher than the 2015/16 figure (29). This is due in part to a higher number of full audits (25) being completed during 2016/17 at the same stage, at this time in 2015/16 14 full audits had been completed. The average number of exceptions per audit in 2016/17 is 2.2 which is an increase on the 2015/16 figure of 1.7. Further details can be found in Appendix C.

8. Equality impact assessment (EIA)

- 8.1 The contents of this report do not have any relevant equalities impact and therefore an equalities assessment is not required.

9. Legal Implications

- 9.1 Legal Services have considered the report and are satisfied that the recommendations are in accordance with the Council's legal requirements and the Council is fully empowered to make the decisions in this matter.
- 9.2 Where system weaknesses have been identified he is satisfied that the appropriate steps are being taken to have these addressed.

10. Finance Comments

- 10.1 There are no financial implications arising from the recommendations set out in this report.

- 10.2 The S151 Officer is content that the progress against the Annual Audit Plan and the agreed actions are sufficient to comply with his statutory obligations to ensure that the Authority maintains an adequate and effective system of internal audit of its accounting records and its system of internal control.

.....
Signed by: Elizabeth Goodwin, Chief Internal Auditor

Appendices:

Appendix A – Completed audits from 2016/17 Audit Plan

Appendix B - Completed follow up audits from 2016/17 Plan

Appendix C - Breakdown of audits and exceptions by Directorate and Year

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document		Location
1	Accounts and Audit Regulations	http://www.legislation.gov.uk/ukxi/2011/817/contents/made
2	Audit Strategy 2016/17	http://democracy.portsmouth.gov.uk/documents/s9962/Final%20Audit%20Performance%20Report%20to%2016th%20December%202015.pdf
3	Previous Audit Performance Status and other Audit Reports	Refer to Governance and Audit and Standard meetings –reports published online http://democracy.portsmouth.gov.uk/ieListMeetings.aspx?Committeeld=148

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Appendix A1 -Results from 2015/16 Municipal Year (No Assurance and Critical Audit Summary)

Audit Title - NO ASSURANCE AUDITS 2015/16	Critical Risks	High Risks	Original Audit Assurance	Key Risk	Summary	Follow Up Due	Follow Up Audit Assurance	Follow Up Summary
1516-052 Information Services Application Archiving Finance & IS (Director Chris Ward)		1	No Assurance	Data Protection Breach - Financial & Reputational	One high risk exception arose within the audit of application archiving. The exception highlights that of the 4 databases sampled, no archiving or deletion of data is occurring which could potentially lead to a breach of the Data Protection Act 1998	2016/17 Audit Plan Quarter 3		
1516-034 - Information Governance/ Data Protection/ Data security Corporate		2	No Assurance	Data Protection Breach - Financial & Reputational	Testing conducted during two security sweeps of the Civic Offices showed that staff were not complying with the clear desk policy and were failing to adequately secure PCC assets	Annual audit date unspecified		
1516-029 - Portsmouth Craft & Manufacturing Industry Transport Environment & Business Support (Director Alan Cufley)		5	No Assurance	Injury to staff due to lack of training - Financial & Reputational	Five high risk exceptions arose within this audit which has resulted in no assurance overall. The exceptions relate to mandatory training, cash handling, copyright regulations, transparency of pricing and stock control.	2016/17 Audit Plan Quarter 2 September		
1516-009 - Through Care Team Children's Social Care (Director Alison Jeffery)		5	No Assurance	Financial loss to the Authority	Five high risk exceptions and one medium risk exception have been raised as a result of audit testing. Testing identified Leaving Care Assessment of Needs were not being completed within the timescales stipulated and Pathway Plan were not in place by the time the young person was 16 years and 3 months old and the 6 monthly reviews of the Pathway Plans were delayed. Testing also showed that the systems in place to manage care leavers grants and payments was not adequate. This resulted in overpayments, duplicate payments and records not reconciling.	2016/17 Audit Plan Quarter 3		
1516-098 Mainland Marketing Distributions (Shipping Ltd) - Main Accounting	0	0	No Assurance	Financial loss to the company due to lack of controls	No assurance can be given regarding the access controls to the main accounting system Navision. This was previously raised in the 2013/14 Accounts Receivable audit at MMD	2016/17 Audit Plan Quarter 3		

Appendix A1 -Results from 2015/16 Municipal Year (No Assurance and Critical Audit Summary)

Audit Title - NO ASSURANCE AUDITS 2015/16	Critical Risks	High Risks	Original Audit Assurance	Key Risk	Summary	Follow Up Due	Follow Up Audit Assurance	Follow Up Summary
1516-082 - Closed-circuit Television (CCTV) Corporate		4	No Assurance	Non compliance with legislation - Financial & Reputational	Four high risk exceptions highlighted in this report. The CCTV Policy not including all CCTV usage across the Authority and services not having their own. Breach of Data Protection Act (DPA) Principle 7 and European Convention on Human Rights (ECHR) & Human Rights Act (HRA) Article 8 by some Housing tenants having access to CCTV images. Non- compliance with significant areas of the Codes of Practice, DPA and ECHR & HRA by services that utilise CCTV especially around defining a pressing need/ privacy impact assessment. Non- compliance with the Protection of Freedoms Act (POFA) Code of Practice regarding regular oversight of CCTV usage to ensure compliance with Codes of Practice and relevant Acts.	2016/17 Audit Plan Quarter 4		
1617-016 - Single Assessment Framework - Children's Social Care (Director Alison Jeffery)		3	No Assurance	Children's needs may not be fully met	Three high risk exceptions were raised from this review. 25 assessments were tested and it was found that: 4 were not fully complete, 14 contained little or no information so it was not possible to determine what their views were on the assessment, for 12 there was no evidence that they had been reviewed at the	2016/17 Audit Plan Quarter 4		
1516-086 - Individual Service Contracts for Adult Social Care (Director Innes Richens)		2	No Assurance	Contracts become obsolete or ineffective - Operational & Financial	Two high risk exceptions were raised as a result of audit testing. It was found that no officer has responsibility for ensuring that Individual Service Contracts remain in line with the Authority's requirements. Ineffective use of resources was found as follows: i) information being sent out twice to care providers, ii) manual contracts being posted to care providers and the signed copies being scanned into Swift when returned, when it could be possible to send these out electronically.	2016/17 Audit Plan Quarter 4		
1516-045 - Accounts receivable Finance & IS (Director Chris Ward)		2	No Assurance	Financial loss to the Authority	Two high risk and one medium risk exceptions arose. 1 High and 1 Medium are ongoing exceptions from previous years audits dating back to the last 3 financial years. These relate to the authorisation of credit notes and debt collection targets.	2016/17 Audit Plan Quarter 3		

Appendix A1 -Results from 2015/16 Municipal Year (No Assurance and Critical Audit Summary)

Audit Title - NO ASSURANCE AUDITS 2015/16	Critical Risks	High Risks	Original Audit Assurance	Key Risk	Summary	Follow Up Due	Follow Up Audit Assurance	Follow Up Summary
1617-114 - Assessed and Supported Year in Employment - HR, Legal & Performance (Director Jon Bell)	1	6	No Assurance	Duplicate or unapproved payments are made in the administration of the scheme	A critical risk exception had been raised as part of the 2016/17 Audit with regard to the financial controls surrounding the funding provided for newly qualified Social Workers, in order for them to complete their professional training. The funding (provided externally) should be used to purchase resources for the Social Workers, as additional support such as bespoke courses or core training and to pay for the certification of 'Developing Professional Specialist Practice' from Bournemouth University once the ASYE programme has been completed. Testing was unable to identify how the funding (for the period of 2015 to date the value is estimated at £45k) is being monitored and found no management trail to confirm what the funding was being used to purchase. Without adequate records and monitoring of spend there is a financial risk that duplicate or unauthorised spending may occur causing a financial loss to the Authority. Six high risk exceptions were also raised in relation to extensions to the 12 month ASYE programme, ASYE Agreements, recording of information relating to the status of the Social Workers on the ASYE programme, six monthly review documentation, supporting a non Portsmouth City Council employee through the ASYE programme and the ASYE handbook and process checklist that were not current and up to date.	Quarter 3 November		

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APPENDIX A2 - Audits Completed Since The Last Meeting

Audit Title	Critical Risk	High Risk	Medium Risk	Low Risk - Improvement	Total Exceptions	Internal Control Environment	Compliance	Safeguarding of Assets	Effectiveness of Operations	Reliability & Integrity	Audit Assurance	Summary
1617-074 Lifts & Mechanical Plant - Property & Housing (Director Owen Buckwell)		2	2	0	4	NAT	1	NAT	3	NAT	Limited Assurance	One high risk exception has been raised as items of mechanical plant, as well as service dates and routine inspection details, were not recorded on the Asset Database as required. One high risk exception was raised as service documentation was not uploaded to the plant records in 64% of the test sample.
1617-067 Community Funerals - Regulatory Services, Community Safety & Troubled Families (Director Rachael Dalby)		2	1	1	4	1	1	0	2	NAT	Limited Assurance	Two high risk exceptions have been raised as a result of audit testing. The first is in relation to the transfer of deceased party's property from Queen Alexandra Hospital to the Deceased Estates Co-ordinator. It was not possible to sight the property transfer form for 62% of the sample selected. This could lead to items being misplaced or lost in transit, which could then potentially leave staff open to allegations of theft. The second high risk exception has been raised in relation to the supply of funeral services. The Authority has been using the service of Dashwood and Denyer Funeral Directors since 2011, however there is no contract in place. At the time of testing a total of £138,825 had been spent with the company for the period 2011 to date.
1617-112 Springfield -External		2	1		3	0	0	1	1	1	Limited Assurance	Two high risk exceptions (relating to the administration and control of assets and retention of personal data) and one medium risk exception (relating to the submission of the audited statement account for non-official funds) have been raised as a result of testing during this review.
1617-066 Animal Health & Licensing - Regulatory Services, Community Safety & Troubled Families (Director Rachael Dalby)		2	0		2	1	0	NAT	1	NAT	Limited Assurance	One high-risk exception was raised as charges applied in relation to animal licence applications were not consistent with those stated on the Environment and Community Safety Decision Meeting fees and charges report. Furthermore, one of the stated fees within the aforementioned report was printed incorrectly at £197, instead of £110. A second high-risk exception was raised in relation to the lack of a departmental policy. The current documentation maintained by the department does not reflect the variety of animal health activities undertaken by the team.
1617-062 Recruitment & Vetting of Staff - HR, Legal & Performance (Director Jon Bell)		1			1	0	1	NAT	0	NAT	Limited Assurance	One high risk exception was raised as a result of this review as there are weaknesses in relation to recruiting managers not adhering to the guidance that is provided by Recruitment and the HR People Centre. Testing found that 9 of the 25 posts tested required qualifications. No documentary evidence of qualifications was seen on file for 2 of these posts. Where posts are non-safeguarding roles recruiting managers can exercise discretion as to whether they take up references. It was found for 2 (15%) of the 13 non-safeguarding posts tested that references were not taken up as decided by the recruiting manager. 12 of the 25 posts tested required a DBS check. For 1 of these the recruiting manager saw the successful candidate's DBS certificate but did not make a note of the number or the date the certificate was issued. It was confirmed that this candidate is no longer employed by Portsmouth City Council and has re-joined Hampshire Constabulary.
1617-030 Lord Mayors Office - Community & Communication - (Director Lou Wilders)		1			1	0	1	0	0	NAT	Reasonable Assurance	One high risk exception in relation to the incorrect application of VAT rules and a potential over claim of VAT of £75.86. 2015/2016 - total spend on cards was £4017.34 . 2016/2017 - total spend for 3 months was £815.12.

APPENDIX A2 - Audits Completed Since The Last Meeting

Audit Title	Critical Risk	High Risk	Medium Risk	Low Risk - Improvement	Total Exceptions	Internal Control Environment	Compliance	Safeguarding of Assets	Effectiveness of Operations	Reliability & Integrity	Audit Assurance	Summary
1617-051 VAT - Finance and IS (Director Chris Ward)		1			1	0	0	NAT	0	1	Reasonable Assurance	One high risk exception was raised as testing found there are weaknesses in the completion of purchase card logs completed by PCC officers which have an impact on the level of corporate resources that need to be devoted to ensuring that VAT is being recorded and reclaimed correctly. In 2015/16 there were 47,193 purchase card log transactions. The Accounting Technician raised 3,871 queries (8%) on purchase card log transactions relating to whether VAT had been recorded correctly, with a potential value if all of these queries were wrong of unrecorded VAT of £38,736.65.
1617-089 Parking Enforcement - Transport, Environment & Business Support (Director Alan Cufley)					0	0	0	0	0	0	Assurance	No exceptions were raised during this audit

APPENDIX B

2015/16 Followed Up Audits since the last meeting - High Risk Exceptions	High Risk Open		High Risk Closed		Total High Risk	Comments
Audit Title						
F1516-075 - Right to Buy - Property & Housing (Director Owen Buckwell)	0	0%	1	100%	1	
Total	0	0%	1	100%	1	

2015/16 Followed Up Audits since the last meeting - Medium Risk Exceptions	Medium Risk Open		Medium Risk Closed		Total Medium Risk
Audit Title					
F1516-075 - Right to Buy - Property & Housing (Director Owen Buckwell)	0	0%	1	100%	1
Total	0	0%	1	100%	1

2015/16 Followed Up Audits since the last meeting - Medium Risk Exceptions	Low Risk Open		Low Risk Closed		Total Medium Risk
Audit Title					
F1516-075 - Right to Buy - Property & Housing (Director Owen Buckwell)	0	0%	1	100%	1
Total	0	0%	1	100%	1

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Appendix C - Comparison of Audit and Exception Levels Across Directorates

Introduction

A review of completed audits for the past three Audit Plans was undertaken in order to provide a summary of audits undertaken in each directorate as well as the average number of exceptions per audit in each area. Comparison data for individual directorates over the 3 year period has not been undertaken because the changing nature and movement of services between directorates would not allow for a fair comparison.

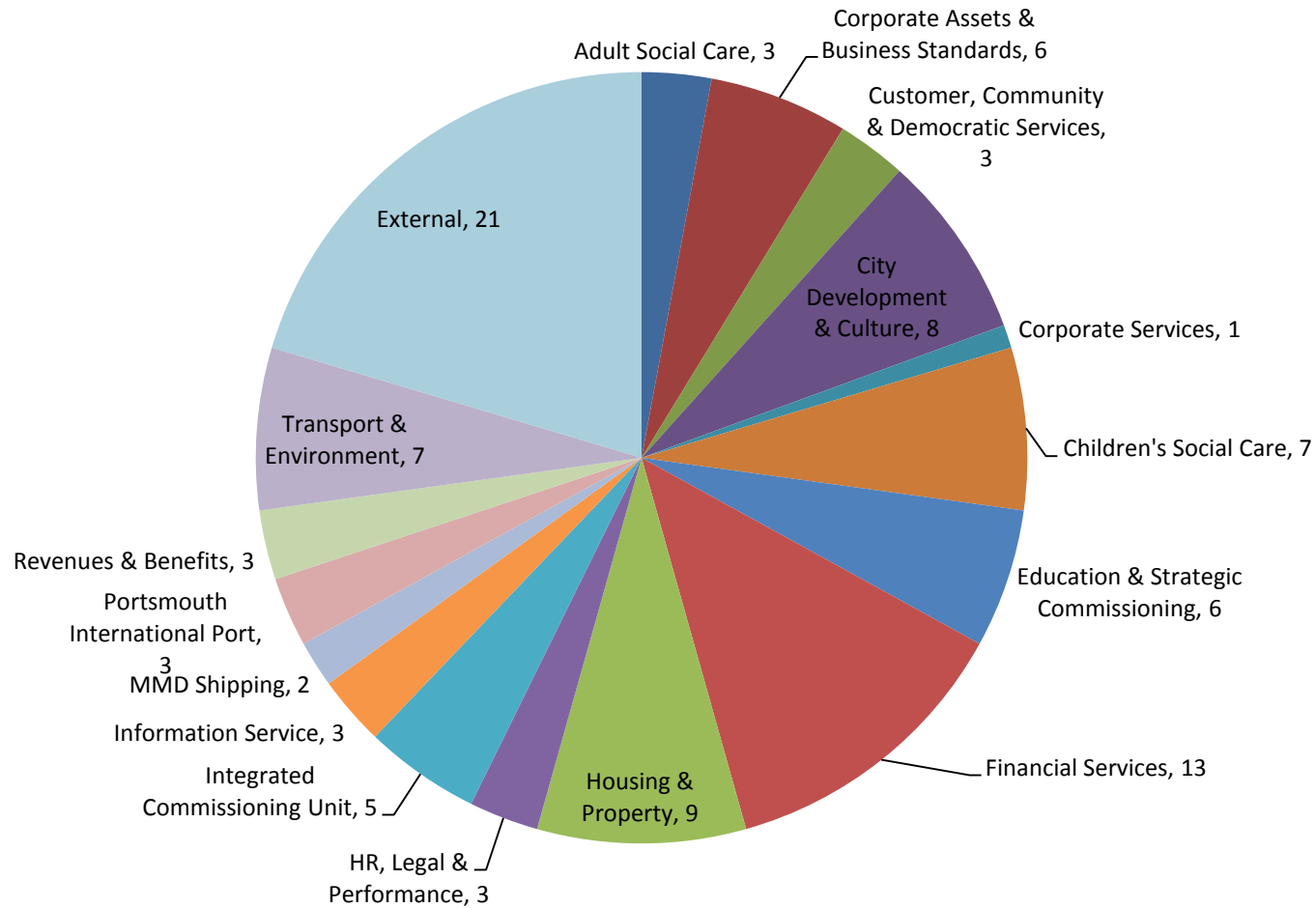
For each year two graphs and the data behind them have been provided. The first graph for each year shows the total number of audits completed for each directorate. The second shows the average number of exceptions

Due to the nature of testing undertaken during school audits they can result in a high number of exceptions being raised. In order to provide a true comparison these figures have been stripped out from the main data and labelled as "External". The average number of exceptions per audit for each year was subsequently calculated without including the exceptions raised during school audits. This is reflected in the second graph which maps the average number against the average for each directorate.

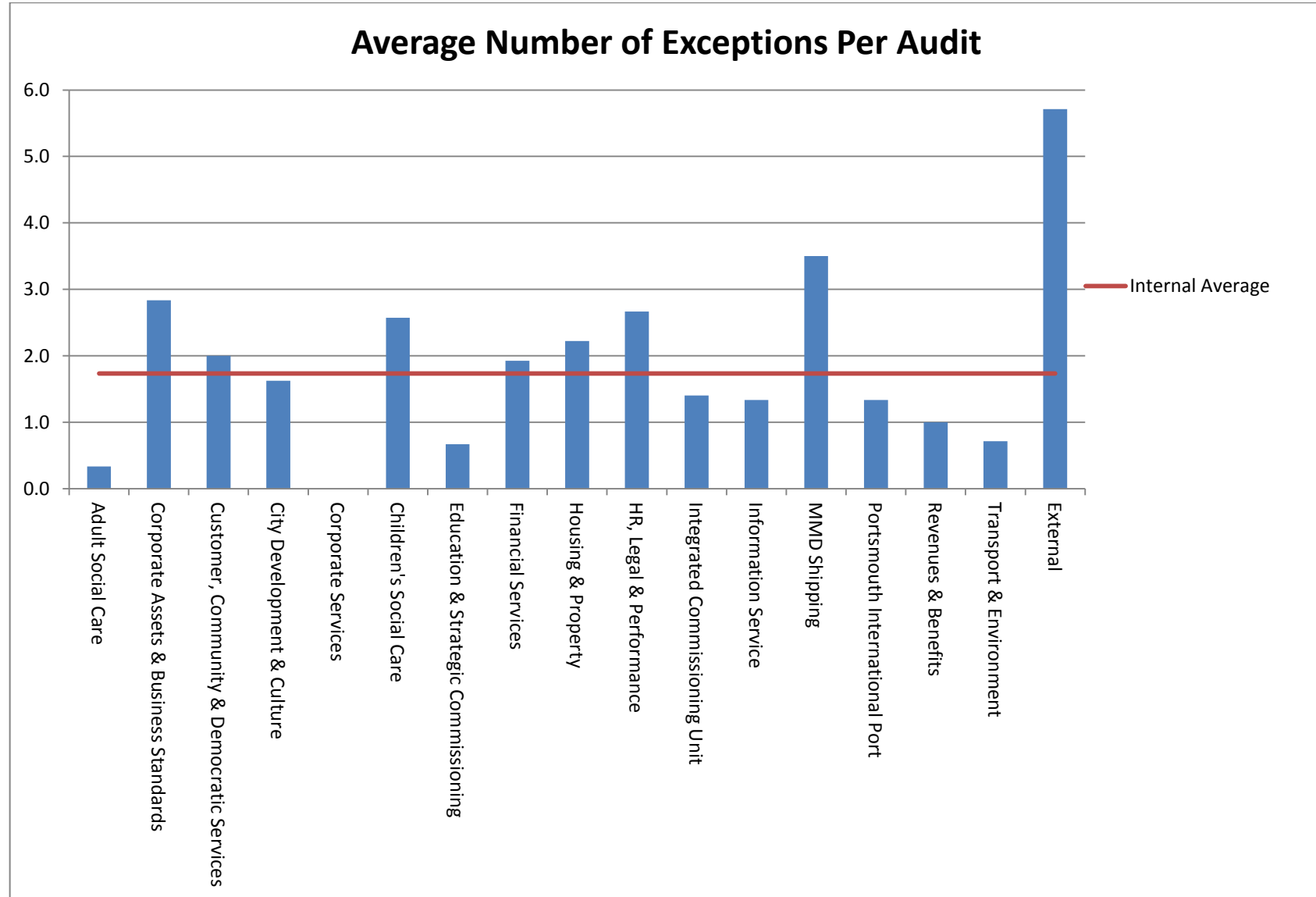
The final table provides a comprehensive break down of exceptions for each year.

2014/15 Audit Plan

Number of Audits Per Directorate



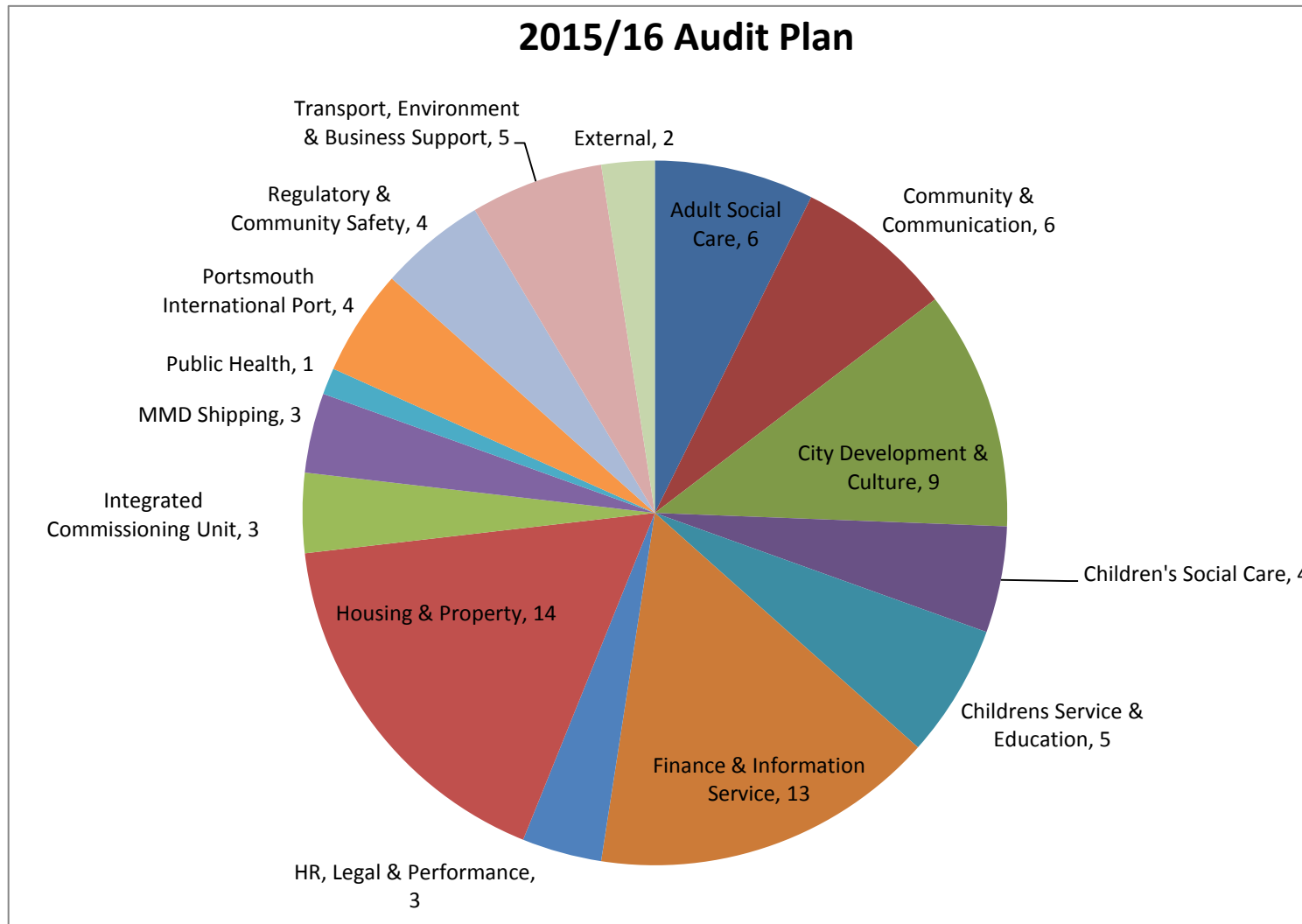
Appendix C - Comparison of Audit and Exception Levels Across Directorates



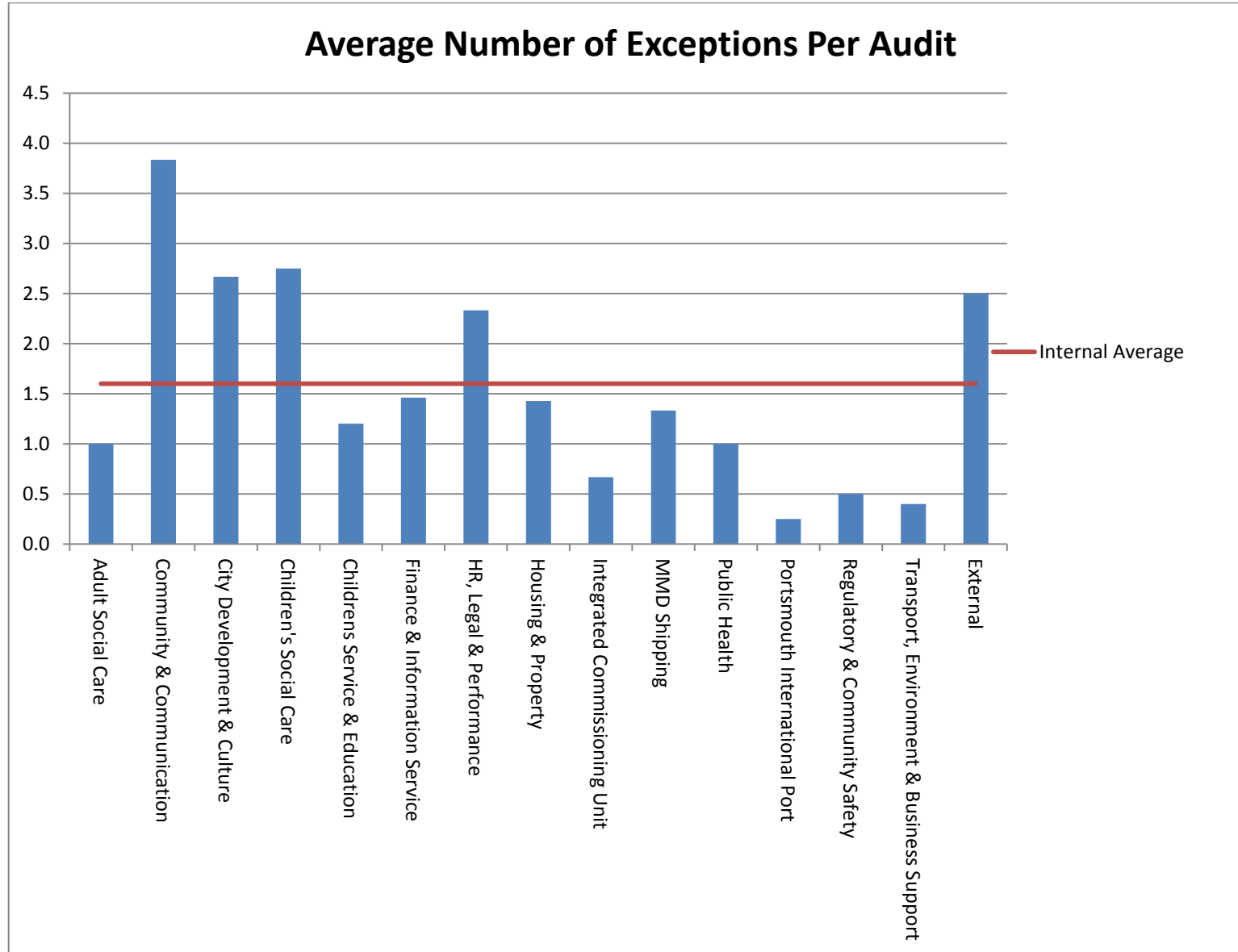
Appendix C - Comparison of Audit and Exception Levels Across Directorates

DIRECTORATE	Number of Audits	Total Exceptions	Average Exceptions Per Audit	Critical Risk	High Risk	Ave High Risk Per Audit	Medium Risk	Low Risk
Adult Social Care	3	1	0.3	0	1	0.3	0	0
Corporate Assets & Business Standards	6	17	2.8	0	15	2.5	2	0
Customer, Community & Democratic Services	3	6	2.0	0	6	2.0	0	0
City Development & Culture	8	13	1.6	0	10	1.3	2	1
Corporate Services	1	0	0.0	0	0	0.0	0	0
Children's Social Care	7	18	2.6	3	12	1.7	3	0
Education & Strategic Commissioning	6	4	0.7	0	4	0.7	0	0
Financial Services	13	25	1.9	3	14	1.1	5	3
Housing & Property	9	20	2.2	3	12	1.3	4	1
HR, Legal & Performance	3	8	2.7	0	6	2.0	1	1
Integrated Commissioning Unit	5	7	1.4	0	3	0.6	2	2
Information Service	3	4	1.3	0	3	1.0	1	0
MMD Shipping	2	7	3.5	0	7	3.5		
Portsmouth International Port	3	4	1.3	0	4	1.3	0	0
Revenues & Benefits	3	3	1.0	0	1	0.3	1	1
Transport & Environment	7	5	0.7	2	3	0.4	0	0
Totals Without External	82	142	1.7	11	101	1.2	21	9
External	21	120	5.7	0	94	4.5	25	1

2015/16 Audit Plan



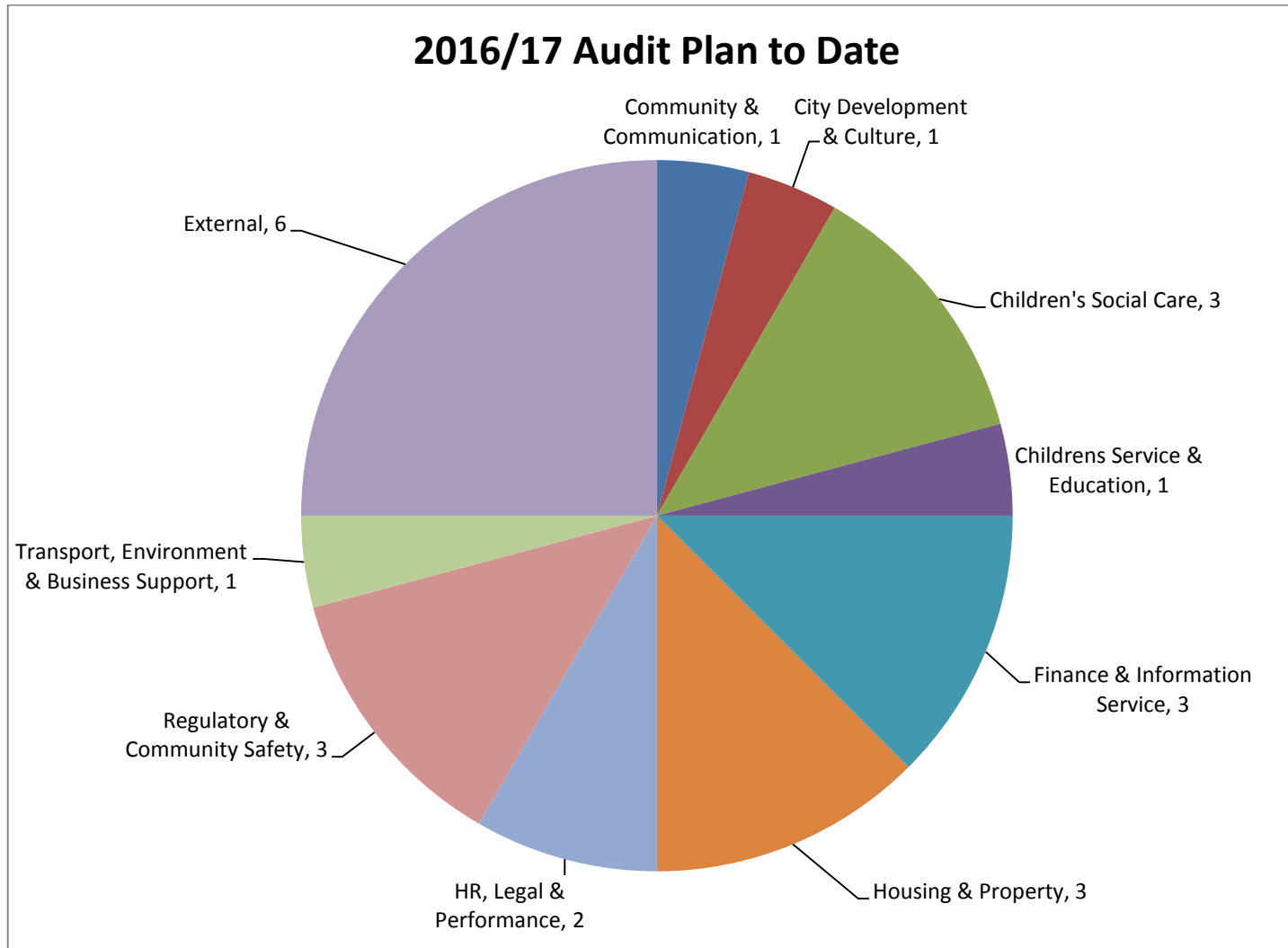
Appendix C - Comparison of Audit and Exception Levels Across Directorates



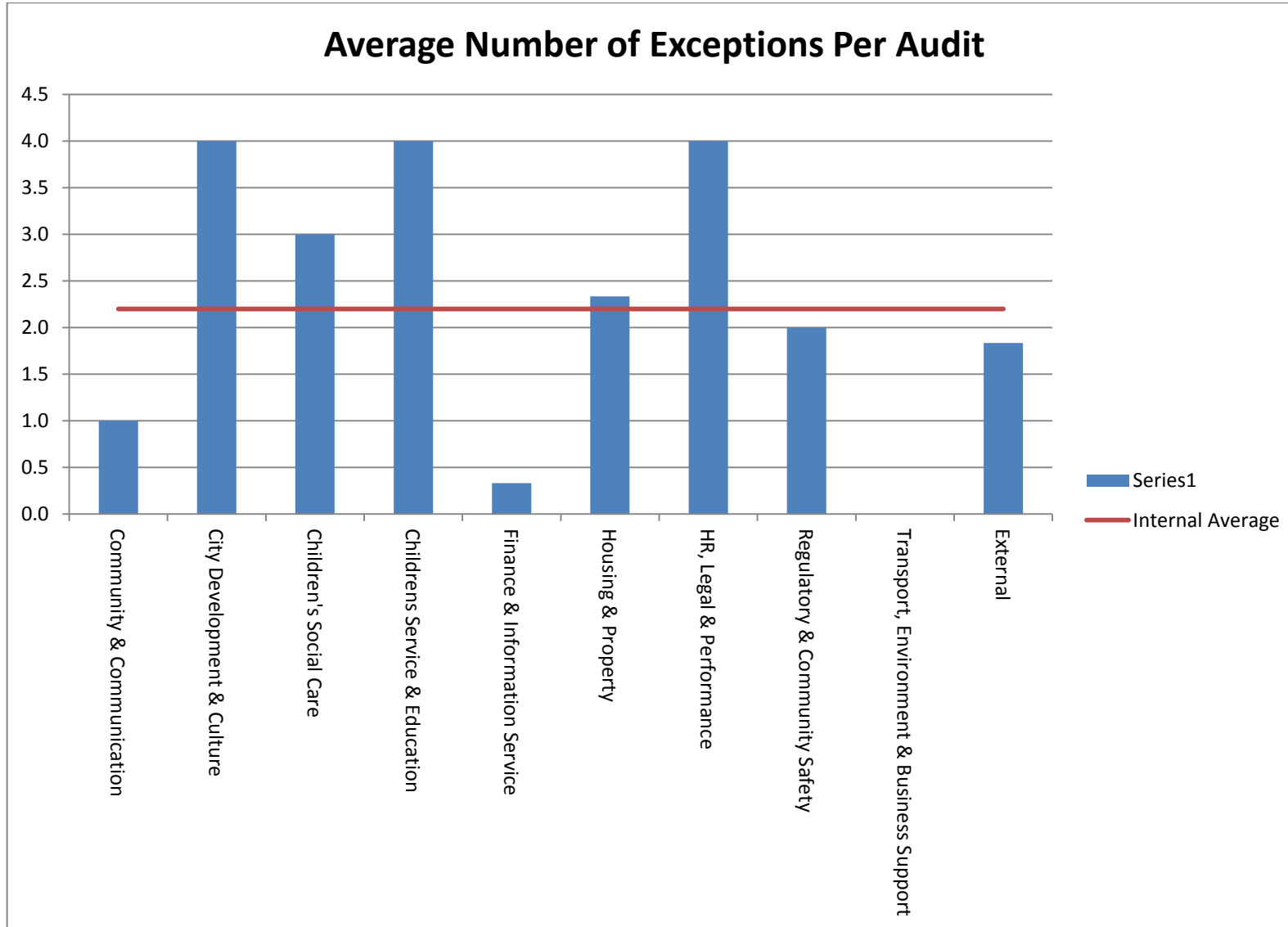
Appendix C - Comparison of Audit and Exception Levels Across Directorates

DIRECTORATE	Number of Audits	Total Exceptions	Average Exceptions Per Audit	Critical Risk	High Risk	Ave High Risk Per Audit	Medium Risk	Low Risk
Adult Social Care	6	6	1.0	0	6	1.0	0	0
Community & Communication	6	23	3.8	1	13	2.2	6	3
City Development & Culture	9	24	2.7	0	18	2.0	5	0
Children's Social Care	4	11	2.8	0	7	1.8	4	0
Children's Service & Education	5	6	1.2	0	4	0.8	2	0
Finance & Information Service	13	19	1.5	1	6	0.5	7	5
HR, Legal & Performance	3	7	2.3	0	7	2.3	0	0
Housing & Property	14	20	1.4	0	12	0.9	6	2
Integrated Commissioning Unit	3	2	0.7	0	2	0.7	0	0
MMD Shipping	3	4	1.3	1	2	0.7	1	0
Public Health	1	1	1.0	0	1	1.0	0	0
Portsmouth International Port	4	1	0.3	0	1	0.3	0	0
Regulatory & Community Safety	4	2	0.5	0	1	0.3	1	0
Transport, Environment & Business Support	5	2	0.4	0	1	0.2	1	0
Totals Without External	80	128	1.6	3	81	1.0	33	10
External	2	5	2.5	0	5	2.5	0	0

2016/17 Audit Plan



Appendix C - Comparison of Audit and Exception Levels Across Directorates



Appendix C - Comparison of Audit and Exception Levels Across Directorates

DIRECTORATE	Number of Audits	Total Exceptions	Average Exceptions Per Audit	Critical Risk	High Risk	Ave High Risk Per Audit	Medium Risk	Low Risk
Community & Communication	1	1	1.0	0	1	1.0	0	0
City Development & Culture	1	4	4.0	0	4	4.0	0	0
Children's Social Care	3	9	3.0	0	8	2.7	0	1
Childrens Service & Education	1	4	4.0	0	2	2.0	2	0
Finance & Information Service	3	1	0.3	0	1	0.3	0	0
Housing & Property	3	7	2.3	1	5	1.7	2	0
HR, Legal & Performance	2	8	4.0	0	7	3.5	0	0
Regulatory & Community Safety	3	6	2.0	0	3	1.0	2	1
Transport, Environment & Business Support	1	0	0.0	0	0	0.0	0	0
Totals Without External	18	40	2.2	1	31	1.7	6	2
External	6	11	1.8	0	10	1.7	1	0



Title of meeting:	Governance and Audit and Standards Committee
Subject:	Procurement Management Information (Report Format)
Date of meeting:	4 th November 2016
Report by:	Director of Finance and Information Services
Wards affected:	N/A

(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)

1. Requested by

Governance and Audit and Standards Committee

2. Purpose

To propose a format for future Procurement Management Information reports which meets the reporting requirement of members.

3. Information Requested

The committee has requested changes to the Procurement Management Information report that has been received quarterly since 2010.

The purpose of the quarterly report is to provide evidence to allow the committee to evaluate the extent that Portsmouth City Council is achieving value for money in its contracts for goods, services and works.

The way that the City Council demonstrates that it is paying competitive rates is by:

1. subjecting procurement to a competitive process
2. ensuring that we obtain the quality of service that we are paying for
3. testing value for money against industrial comparators

Sections have been added to provide more information on waivers to Contract Procedure Rules; on actual spend against PCC's contracts on a quarterly basis; and on PCC's key suppliers.

Due to the fact that the last Procurement Management Information report was brought less than 6 weeks ago, and that the purpose of this report is the format of future reports, the data used is the same as the report in September 2016.

Section 1: Compliance with Contract Procedure Rules

This table reports on all invoices paid against purchase orders with a value of £5,000 or more during the month of June 2016. This corresponds to the threshold between low-value and medium-value contracts from the Contract Procedure Rules.

Contracts of £5,000 or more must be published on the Contracts Register

The presence of a contract on the Contracts Register implies that either:

- The contract has been awarded following a competitive process of quotation or tender and that at least three written quotations or tenders have been received; or
- A waiver has been approved by the appropriate Director, Procurement Manager or Gateway Board to allow departure from the Contract Procedure Rules with written justification for this approval.

Members approved a recommendation of a target of greater than 95% conformance with Contract Procedure Rules. Where this target is not met by an individual directorate, a comment on the risk of the non-compliant spend in the monitoring month is provided by the Procurement Manager.

Purchase orders that are linked to a contract on the Contracts Register are flagged as compliant. Legal Services has commented that whilst this methodology is indicative of good practice, is not definitive as to compliance with legal requirements.



Directorate	Year to date 2016/17			June 2016			Risk (if less than 95% target)
	Total value of non-compliant transactions	Total transaction value	% compliance	Total value of non-compliant transactions	Total transaction value	% compliance	
Adult Services	£23,231	£935,110	98%	£0	£161,324	100%	
Swift Interface (ASC, CSC)	£0	£6,026,054	100%	£0	£1,867,116	100%	
Children's Services and Education	£8,341	£5,168,387	100%	£0	£2,080,836	100%	
Children's Social Care	£47,218	£1,168,301	96%	£41,177	£409,070	90%	Low
Community and Communication	£5,557	£204,673	97%	£0	£99,240	100%	
Culture and City Development	£212,942	£946,309	77%	£13,131	£352,214	96%	
Executive	£111,432	£2,153,255	95%	£38,432	£159,334	76%	Low
Finance and Information Services	£161,888	£3,489,339	95%	£49,804	£1,601,870	97%	
HR, Legal and Performance	£50,198	£783,900	94%	£10,578	£248,719	96%	
Portsmouth International Port	£11,821	£1,267,559	99%	£5,577	£519,873	99%	
Property and Housing	£621,930	£23,033,021	97%	£138,382	£8,620,949	98%	
Public Health	£13,539	£3,834,436	100%	£13,216	£3,195,544	100%	
Regulatory Services and Community Safety	£19,213	£204,365	91%	£9,000	£30,921	71%	Low
Transport, Environment and Business Support	£300,605	£4,769,554	94%	£15,171	£1,854,631	99%	
TOTAL	£1,587,915	£53,984,263	97%	£334,468	£21,201,857	98%	

A detailed commentary on non-compliant transactions in the month of June 2016 is provided in **Appendix 1** (exempt).

Reports on low level transactions (less than £4,000) have not been requested by the Procurement Manager and so do not appear in Appendix 1.

Section 2: Waivers

This table presents a summary of those contracts added to the contract register during Q2 2016/17 which have a waiver associated with them.

Waivers for procurements which depart from the Contract Procedure Rules are recorded for contracts over £5,000 value.

Available reasons for waivers are:

- Insufficient time
- Emergency
- Not obtaining 3 bids
- Not advertising the opportunity
- Direct award
- Use of a previous tender
- Original spend estimate wrong
- Extension of lapsed contract for continuity
- Shared service
- Single source
- Service user choice
- Other

Under the Contract Procedure Rules, waivers can be approved by:

- Director (or Chief Executive, or Deputy Chief Executive) - up to £100,000
- Procurement Manager - £100,000 to £1M
- Gateway Board - over £1M

More detail regarding waivers approved in Q2 2016/17 is provided in **Appendix 2**



	Value of all contracts awarded Q2	Total number of contracts awarded Q2	Waiver reasons	Value of Waivers Q2	Number of waivers Q2
Adult Services	£ 1,795,527	5	Direct Award	£ 609,894	2
			Not obtaining 3 bids	£ 278,133	1
			TOTAL WAIVERS waivers as % of all contracts	£ 888,027 49%	3 60%
Children's Services and Education	£ 65,000	2	Direct Award	£ 65,000	2
			TOTAL WAIVERS waivers as % of all contracts	£ 65,000 100%	2 100%
Community and Communication	£ 74,663	2	Direct Award	£ 74,663	2
			TOTAL WAIVERS waivers as % of all contracts	£ 74,663 100%	2 100%
Culture and City Development	£ 1,566,680	9	Direct Award	£ 30,000	3
			Not advertising the opportunity	£ 21,420	1
			Single source	£ 886,000	1
			TOTAL WAIVERS waivers as % of all contracts	£ 937,420 60%	5 56%
Finance and Information Services	£ 791,345	12	Direct Award	£ 159,100	1
			TOTAL WAIVERS waivers as % of all contracts	£ 159,100 20%	1 8%
HR Legal and Performance	£ 1,704,800	12	Direct Award	£ 1,323,100	2
			TOTAL WAIVERS waivers as % of all contracts	£ 1,323,100 78%	2 17%
Portsmouth International Port	£ 2,039,598	7	Direct Award	£ 1,978,598	2
			Emergency	£ 5,500	1
			TOTAL WAIVERS waivers as % of all contracts	£ 1,984,098 97%	3 43%
Property and Housing	£ 88,875,355	50	Direct Award	£ 104,051	8
			Not advertising the opportunity	£ 8,400	1
			Not obtaining 3 bids	£ 82,706	1
			Original spend estimate wrong	£ 12,159	1
			Other	£ 30,611	1
			TOTAL WAIVERS waivers as % of all contracts	£ 237,927 0%	12 24%
Public Health	£ 50,000	1	Direct Award	£ 50,000	1
			TOTAL WAIVERS waivers as % of all contracts	£ 50,000 100%	1 100%
Regulatory Services and Community Safety	£ 205,220	4	Direct Award	£ 99,000	1
			Not obtaining 3 bids	£ 10,980	1
			Single source	£ 95,240	2
			TOTAL WAIVERS waivers as % of all contracts	£ 205,220 100%	4 100%
Transport Environment and Business Support	£ 581,248	7	Direct Award	£ 17,291	1
			Emergency	£ 15,000	1
			TOTAL WAIVERS waivers as % of all contracts	£ 32,291 6%	2 29%

Section 3: Spend with Waiver

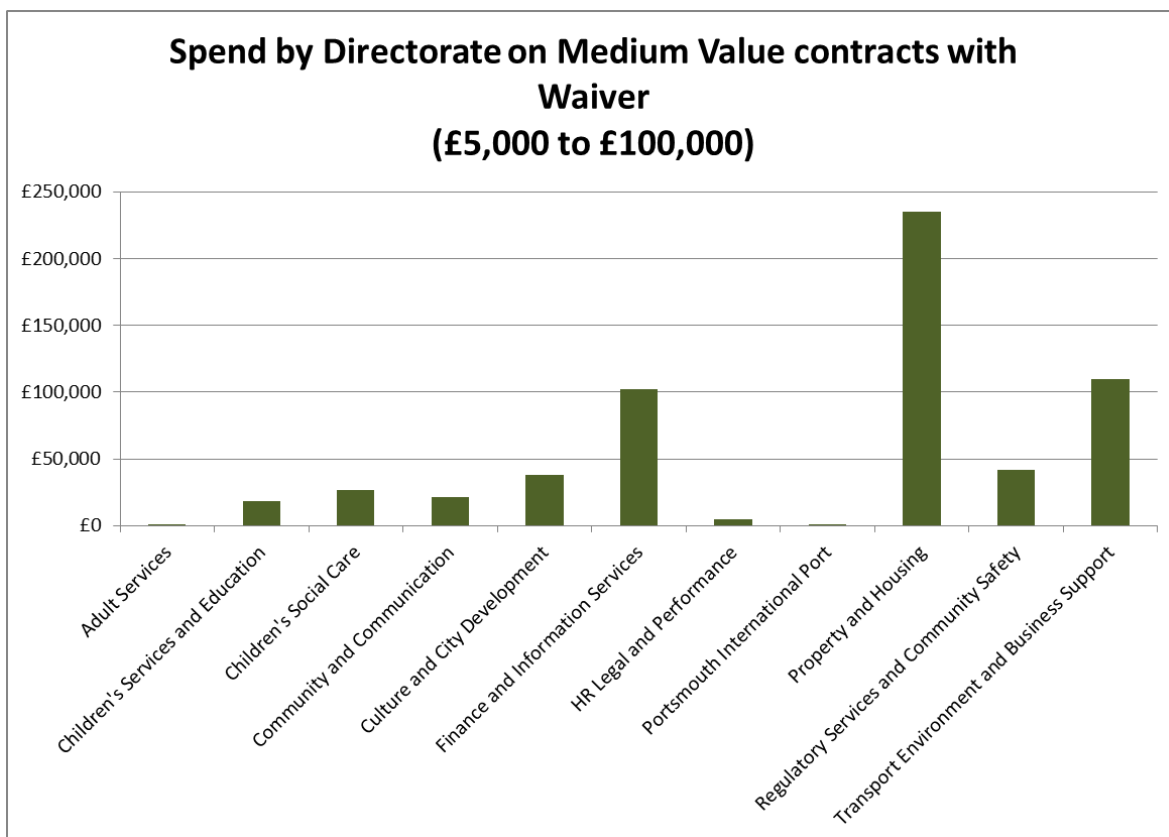
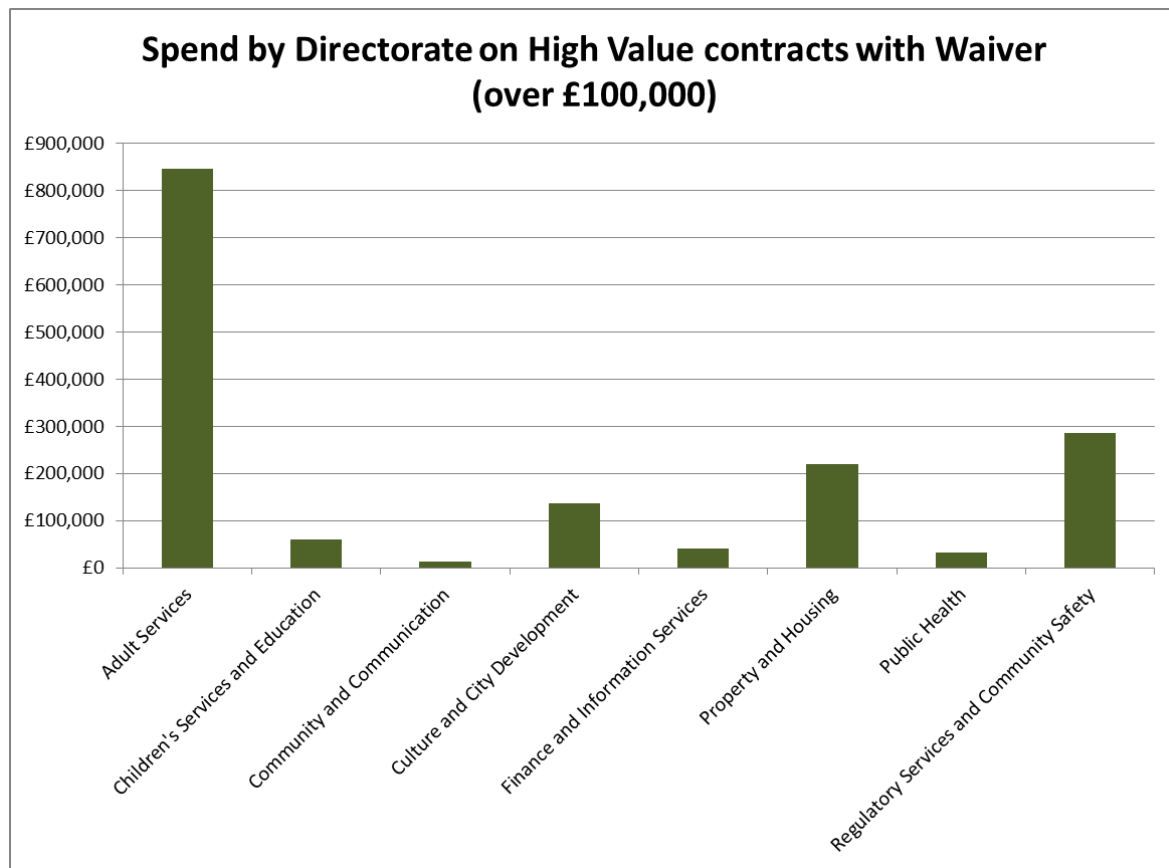
The table and graphs provide a breakdown by Directorate of the actual spend during Q2 2016/17 on High and Medium value contracts which have waivers associated with them.

Waivers are not required for contracts below £5,000 (under CPRs).

Adult Services, Swift Interface and Integrated Commissioning Service are grouped together as the spend for all 3 is mostly on adult social care (although Swift and ICS also commission children's social care).

See **Appendix 3** for details of payments under contracts with waivers in Q2.

	TOTAL SPEND in Q2 2016/17	WAIVER SPEND in Q2 2016/17	% of total spend covered by a waiver in Q2 2016/17
Adult Services	£5,741,707	£846,836	15%
Swift Interface	£8,503,494	£0	0%
Integrated Commissioning Service	£1,507,596	£0	0%
Children's Services and Education	£3,805,500	£78,033	2%
Children's Social Care	£1,239,351	£26,320	2%
Community and Communication	£356,256	£34,951	10%
Culture and City Development	£2,062,725	£174,863	8%
Executive	£258,193	£0	0%
Finance and Information Services	£2,050,699	£143,673	7%
HR Legal and Performance	£2,306,017	£4,619	0%
Portsmouth International Port	£41,778	£250	1%
Property and Housing	£21,036,637	£456,144	2%
Public Health	£90,483	£32,275	36%
Regulatory Services and Community Safety	£497,679	£328,733	66%
Transport Environment and Business Support	£5,763,254	£109,830	2%



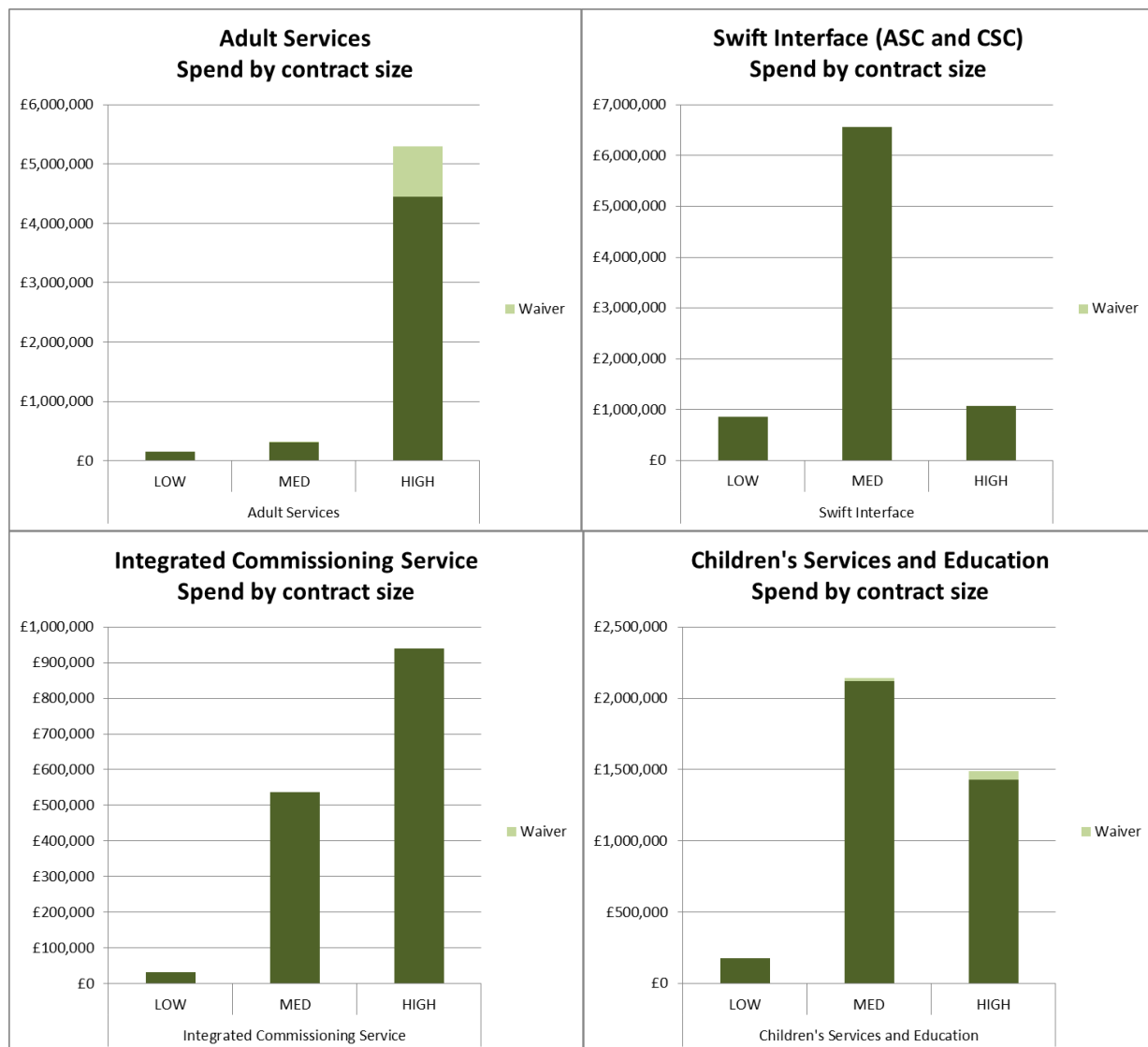
Section 4: Spend by Contract Size

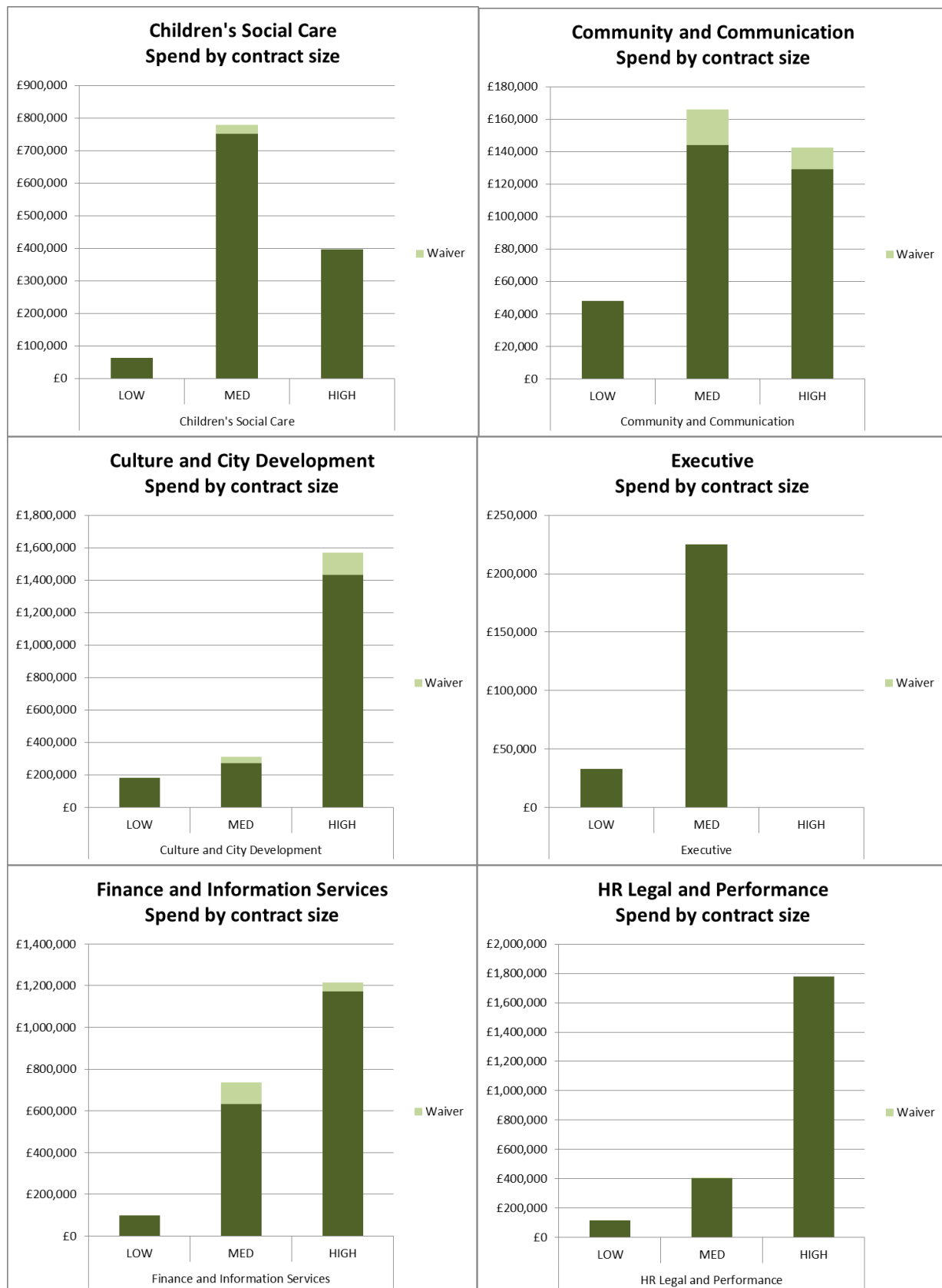
The following graphs present the actual spend by Directorate in Q2 2016/17, and how this is broken down into spend under high, medium and low value contracts.

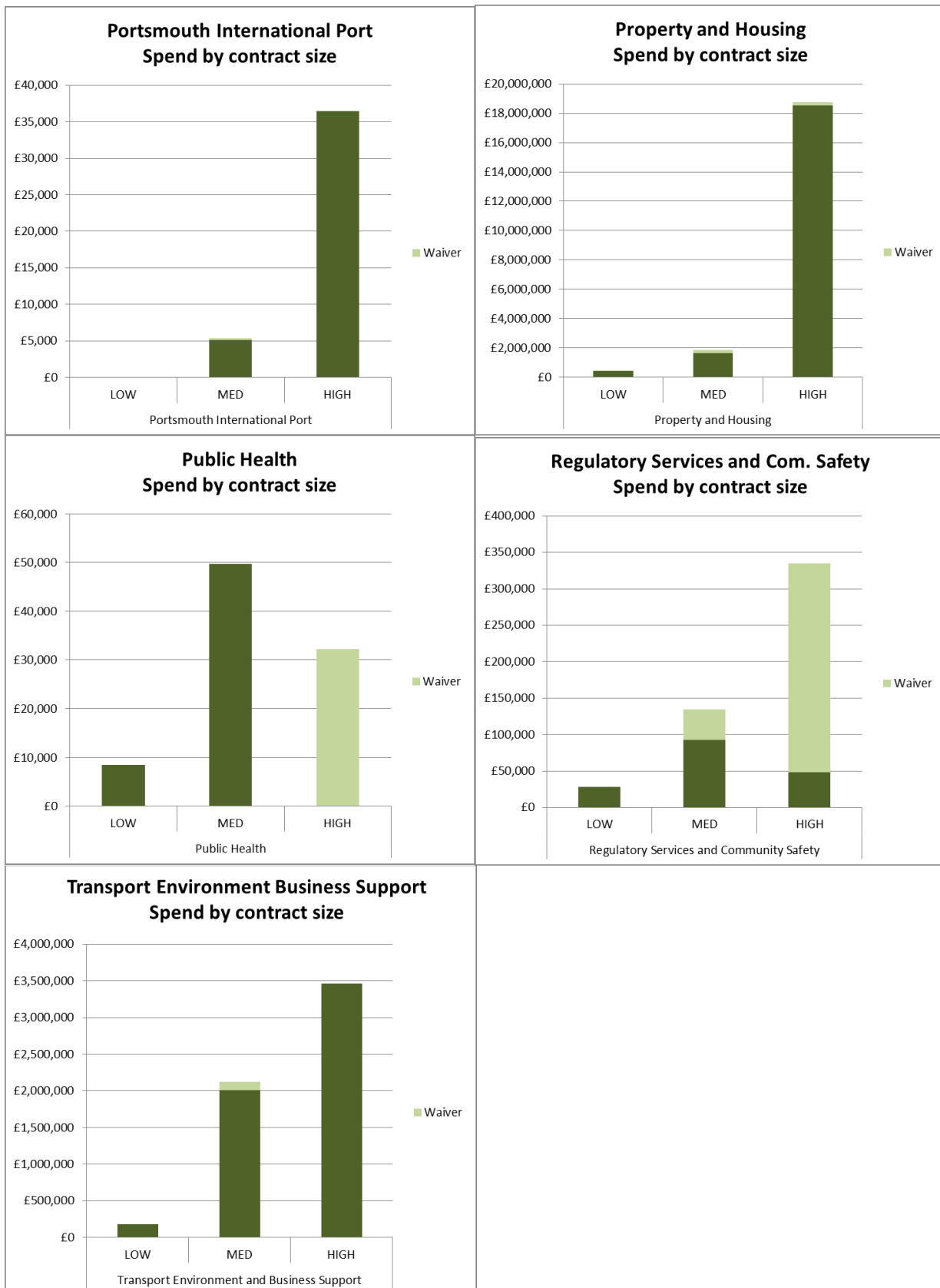
High value contracts	£100,000 and over
Medium value contracts	between £5,000 and £100,000
Low value contracts	below £5,000

The columns are stacked to show the proportion of the total spend which has been associated with a waiver.

Adult Services, Swift Interface and Integrated Commissioning Service are grouped together as the spend for all 3 is mostly on adult social care (although Swift and ICS also commission children's social care).







Section 5: Suppliers paid over £100,000 in Q2 by Directorate

The tables show those suppliers who have been paid over £100,000 in Q2 2016/17 by directorate. They are arranged in descending order of value by directorate.

The spend with these suppliers represents **73%** of the total spend in Q2.

The 86 suppliers below represent **11%** of the total number of suppliers paid in Q2 (750).

Adult Services, Swift Interface and Integrated Commissioning Service are grouped together as the spend for all 3 is mostly on adult social care (although Swift and ICS also commission children's social care).

	Q2 spend with supplier	% of Directorate Q2 spend
Adult Services		
SOLENT NHS TRUST	£1,547,312	28%
SEVACARE (UK) LTD	£814,191	15%
THE SOCIETY OF ST JAMES	£544,306	10%
CARE UK COMMUNITY PARTNERSHIPS LTD	£422,690	8%
MILLBROOK HEALTHCARE	£326,699	6%
RICHMOND FELLOWSHIP	£222,361	4%
THE SALVATION ARMY	£200,997	4%
COMMUNITY INTEGRATED CARE (CIC)	£139,388	2%
TWO SAINTS LTD	£111,960	2%
SAFEGUARDING GP	£103,605	2%
Swift Interface (ASC and CSC)		
COMMUNITY INTEGRATED CARE (CIC)	£539,244	7%
DIMENSIONS (UK) LTD	£390,671	5%
SOUTHERN HEALTH NHS FOUNDATION TRUST	£361,731	5%
CRESCENT COMMUNITY CARE SERVICES LTD	£308,113	3%
CARE MANAGEMENT GROUP LIMITED	£231,717	3%
DOLPHIN HOMES LTD	£217,981	3%
APEX PROPERTY VENTURES LTD	£214,539	3%
CHOICE CARE GROUP	£209,250	2%
CREATIVE ADVANCES LTD	£158,710	2%
ASTER CARE LTD	£155,279	4%
VOYAGE CARE	£139,973	2%
CRESCENT CARE LTD	£136,766	2%
SUMMERLANDS	£135,614	2%
ROYAL MENCAP SOCIETY	£135,329	2%
SEVACARE (UK) LTD	£133,405	2%
BROOKVALE HOMES LTD	£131,048	2%
HANDLE WITH CARE (PORTSMOUTH) LTD	£129,514	2%
BEACONSFIELD RESIDENTIAL CARE HOME	£118,108	2%
PATHWAYS SUPPORT	£103,642	1%
AUTUMN VALE REST HOME	£102,081	1%



	Q2 spend with supplier	% of Directorate Q2 spend
Integrated Commissioning Service (ASC and CSC)		
COMMUNITY INTEGRATED CARE (CIC)	£320,826	22%
THE YOU TRUST	£114,396	8%
THE SOCIETY OF ST JAMES	£112,500	8%
SOLENT NHS TRUST	£101,012	7%
Children's Services and Education		
ISS FACILITY SERVICES EDUCATION	£749,876	21%
GRANNAG LIMITED	£534,461	15%
ENABLE ABILITY	£145,601	4%
Children's Social Care		
BLUE SKY FOSTERING	£170,622	15%
CORE ASSETS GROUP	£99,547	8%
Culture and City Development		
SAVILLS (UK) LTD	£510,210	27%
THE LANDSCAPE GROUP LIMITED	£385,112	21%
ISS FACILITY SERVICES LANDSCAPING	£154,842	8%
BROADWATER LEISURE LIMITED	£112,868	6%
PARKWOOD LEISURE LTD	£99,020	5%
Finance and Information Services		
ENSIGN HIGHWAYS LTD	£6,292,448	78%
INSIGHT DIRECT (UK) LTD	£270,518	3%
PORTSMOUTH CULTURAL TRUST	£137,000	2%
CANON (UK) LTD	£110,226	1%
HR Legal and Performance		
ZURICH INSURANCE PLC	£1,201,093	55%
COMENSURA LTD	£358,071	16%
AON UK LIMITED	£202,292	9%
HAVANT BOROUGH COUNCIL	£121,567	6%

	Q2 spend with supplier	% of Directorate Q2 spend
Property and Housing		
MOUNTJOY LIMITED	£3,441,146	17%
COMSERV (UK) LIMITED	£3,265,687	16%
BAM CONSTRUCTION LTD	£2,842,200	14%
VALE BUILDERS SOUTHERN LTD	£1,305,447	6%
KEEPMOAT REGENERATION (APOLLO) LTD	£1,190,464	6%
LIBERTY GAS GROUP LIMITED	£1,078,342	5%
D M HABENS (THE BUILDER) LTD	£896,754	4%
PMC CONSTRUCTION AND DEVELOPMENT SERVICES LTD	£729,565	4%
BIFFA MUNICIPAL LTD	£728,824	4%
DAWSON WAM LTD	£590,847	3%
SSE CONTRACTING LTD	£313,714	2%
CORRIGENDA LIMITED T/A CHURCHES	£301,855	1%
WHITESCAPE VENTURES LIMITED	£264,885	1%
LAKEHOUSE CONTRACTS LTD	£210,230	1%
HERBERT H DREW & SON LIMITED	£186,061	1%
FELTHAM CONSTRUCTION LIMITED	£169,243	1%
KKA MAINTENANCE LTD (IN LIQUIDATION)	£149,831	1%
ESTEEM SYSTEMS LTD	£143,815	1%
SPACE RENEWABLE ENERGY LTD	£141,599	1%
SOLAR VOLTAICS LTD	£128,078	1%
E C ROBERTS CENTRE	£122,855	1%
AGILITY ECO SERVICES LTD	£120,905	1%
PORTSDOWN OFFICE LTD	£120,003	1%
SIMER ENVIRONMENTAL SERVICES LTD	£116,998	1%
COMSERV PROJECTS LTD	£115,993	1%
MEDWAY MECHANICAL SERVICES LTD	£112,919	1%
Regulatory Services and Community Safety		
PORTSMOUTH HOSPITALS NHS TRUST	£162,500	35%
BARNARDO SERVICES LTD	£124,312	27%
Transport Environment and Business Support		
RAYMOND BROWN CONSTRUCTION LTD	£1,402,035	25%
GEOFFREY OSBORNE LTD	£1,343,360	24%
VOLKERFITZPATRICK LIMITED	£689,855	12%
TEAM VAN OORD LTD	£679,804	12%
FIRST	£208,648	4%
PETES AIRLINK LIMITED	£162,564	3%
ATKINS LIMITED	£125,712	2%

Section 6: Supplier Performance

	Total number of contracts	KPI score (see legend below)				Expired KPI (more than 1 year since last scored)	KPI never scored	KPI not yet due	No KPI scheduled
		Gold	Green	Amber	Red				
Jan 2016	711	46	210	22	0	34	88	247	64
Jun 2016	728	53	211	24	1	24	96	258	61
Sep 2016	672	47	219	24	3	26	91	202	60

Section 6: Notes

Key

- Gold: Outstanding performance
- Green: Performing to standard
- Amber: Some areas of improvement required
- Red: Failing to perform
- Expired KPI: a schedule is in place, and at least one KPI score has been recorded, but there has been no KPI scoring in the last 12 months
- KPI never scored: a schedule is in place, but there have been no KPI scores for the contract
- KPI not yet due: a schedule is in place, but KPI scores are not due yet. This includes contracts where KPIs are overdue by less than 3 months (grace period)
- No KPI scheduled: no KPI instances have been scheduled.

KPIs are not scheduled for leases in five instances, for single source suppliers (Royal Mail) in one instance and for Temporary Accommodation provision in 32 instances.

The remaining 22 contracts without KPI schedules will be investigated and addressed as necessary.

There are three contracts where the supplier is performing to an unsatisfactory level and remedial action is taking place (Red KPI score), and 24 contracts which require improvement in performance.

Reports from contract managers on those contracts with a Red or Amber KPI score are provided in **Appendix 4** (exempt).

Section 7: Supplier Performance Monitoring

Directorate	Total number of contracts	KPIs never scored		
		Number of contracts with no KPI score	% of contracts with no KPI score	Annual contract value of un-scored contracts
Property and Housing	232	54	23%	£22,711,723
Transport Environment and Business Support	42	9	21%	£6,437,794
Children's Services and Education	23	3	13%	£2,024,956
Culture and City Development	61	10	16%	£1,947,484
HR Legal and Performance	34	5	15%	£628,370
Community and Communication	30	4	13%	£537,750
Finance and Information Services	83	2	2%	£87,940
Adult Services	91	2	2%	£22,794
Regulatory Services and Community Safety	11	1	9%	£13,250
Children's Social Care	16	1	6%	£5,500
TOTAL		91	14%	£34,417,561

Directorate	Total number of contracts	KPIs expired (more than 1 year since last scored)		
		Number of contracts with expired KPI score	% of contracts with expired KPIs	Annual contract value of un-scored contracts
Property and Housing	232	9	4%	£9,265,000
Adult Services	91	3	3%	£1,547,500
Culture and City Development	61	7	11%	£291,333
Regulatory Services and Community Safety	11	1	9%	£217,400
Transport Environment and Business Support	42	4	10%	£50,614
HR Legal and Performance	34	2	6%	£19,465
TOTAL		26	4%	£11,391,312

Section 7: Notes

There are 91 contracts that have never had KPI scoring, and a further 26 contracts with no KPI scoring in the last 12 months. It should be noted that this does not imply that all these contracts are not being managed, just that they have not been scored.

This represents a snapshot of the situation in the first week of August 2016.

Section 8: Recommendations approved at Strategic Contract Management Board

The Strategic Contract Management Board met on 11th July 2016, and received reports from contract managers on five strategic contracts, and a number of other matters.

A summary of actions arising from the board are detailed in **Appendix 5** (exempt)

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Signed by (Director)

Appendices:

Appendix 1: Non Conformance (exempt)

Appendix 2: Waivers

Appendix 3: Payments under waiver

Appendix 4: Contract performance issues (exempt)

Appendix 5: Actions from the Strategic Contract Management Board (11/07/16) (exempt)

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

Appendix 2

Procurement Management Information (Report Format)

4 November 2016

Details of waivers approved since May 2016

Directorate	Title	Supplier	Contract Value	Current contract annual value	Contract Start Date	Contract Expiry Date	Contract Extension Date	Reason for waiver	Waiver authoriser
Adult Services	Addiction Recovery Training	JM Counselling & Training Services	£ 9,894	£ 9,894	01/03/16	28/02/17	28/02/18	Direct Award	Director
Adult Services	Temporary Staff - Adult Social Care	Staff 2000 Limited	£ 600,000	£ 150,000	23/03/15	22/03/19		Direct Award	Director
Adult Services	Domiciliary Care Services through Guaranteed Hours	Sevacare (UK) Ltd	£ 278,133	£ 185,422	06/06/16	31/03/17		Not obtaining 3 bids	Procurement manager
Children's Services and Education	Delta Education Services	Delta Education Services	£ 10,000	£ 10,000	01/07/16	31/12/16	31/12/16	Direct Award	Director
Children's Services and Education	Interim Management - Harbour School	Delta Education Services	£ 55,000	£ 55,000	01/09/16	31/05/17	31/05/17	Direct Award	Director
Community and Communication	PDP LCTR & Removal of HB Family Premium	Northgate Public Services (UK) Limited	£ 12,389	£ 12,389	01/07/16	30/06/17		Direct Award	Director
Community and Communication	Panacea Software 2016 - 2017	Panacea Applications Limited	£ 62,274	£ 21,309	01/07/14	30/06/17		Direct Award	Director
Culture and City Development	Transportation of Bodies - Portsmouth & South East (Petersfield)	Dignity Funerals T/A Carrells Funeral Service	£ 20,000	£ 10,000	01/04/15	31/03/17		Direct Award	Director
Culture and City Development	Transportation of Bodies - Portsmouth and South East (Fareham)	Solent Funeral Services	£ -	£ -	01/04/15	31/03/17		Direct Award	Director
Culture and City Development	Transportation of Bodies - Portsmouth & South East (Portsmouth)	Barrells Funeral Directors	£ 10,000	£ 5,000	01/04/15	31/03/17		Direct Award	Director
Culture and City Development	Stopford LP/2016	Stopford Information Systems	£ 21,420	£ 5,140	01/05/16	30/04/19	30/04/21	Not advertising the opportunity	Director
Culture and City Development	Pathologist Fees - Coroner's Office	Multiple Suppliers	£ 886,000	£ 221,500	01/04/15	31/03/19		Single source	Gateway Board
Finance and Information Services	Local Government Options Report - 2016	Basingstoke and Deane Borough Council	£ 159,100	£ 159,100	01/07/16	31/10/16		Direct Award	Procurement manager
HR Legal and Performance	Document Storage and Movement - Modern Records	Personnel Hygiene Services Limited trading as PHS Group	£ 6,500	£ 6,500	01/09/15	31/08/16		Direct Award	Deputy chief executive
HR Legal and Performance	Property Damage Insurance	Zurich Municipal	£ 1,316,600	£ 658,300	30/06/15	29/06/17		Direct Award	Gateway Board
Portsmouth International Port	Linkspan purchase for Berth 3 - Portsmouth International Port	Mileshield Commercial Funding Limited	£ 1,800,000	£ 1,800,000	01/07/16	31/03/17		Direct Award	Gateway Board
Portsmouth International Port	Consultancy for lease negotiations for lease extension / Purchase of Berth 3 Linkspan	Chrystal Consulting Limited	£ 120,000	£ 120,000	01/07/16	31/03/17		Direct Award	Procurement manager
Portsmouth International Port	Business Rates Consultancy 2017 - 2021	Jones Lang LaSalle	£ 31,500	£ 6,300	01/07/16	31/03/21		Direct Award	Director
Portsmouth International Port	Adult Changing Facility - Portsmouth International Port	Total Hygiene Ltd	£ 10,098	£ 10,098	01/07/16	30/09/16		Direct Award	Director
Portsmouth International Port	Berth 2 Emergency Plough Works	Baker Trayte Marine Ltd	£ 5,500	£ 5,500	04/07/16	31/07/17		Emergency	Director
Portsmouth International Port	Support for the Portmaster System - 2016	Marshall Technical Solutions	£ 17,000	£ 12,000	01/04/16	31/08/17		Direct Award	Director
Property and Housing	Spinaker Tower Podium - Architectural Advice	HGP Architects	£ 7,000	£ 7,000	21/05/16	21/05/17		Direct Award	Director
Property and Housing	Fencing Extension - Somerstown Adventure Playground	Conserv Projects Ltd	£ 7,650	£ 7,650	22/03/16	30/06/16		Direct Award	Director
Property and Housing	Roof Repair - Langstone Junior	Southern Flat & Pitched Roofing Ltd	£ 10,825	£ 10,825	27/05/16	30/07/17		Direct Award	Director
Property and Housing	Drainage Scheme - Salterns Golf Course	John Pierson Ltd	£ 12,159	£ 12,159	01/06/16	30/07/17		Original spend estimate wrong	Director
Property and Housing	EPC Registration - 2009-2019	NES UK Limited	£ 40,000	£ 40,000	01/01/09	01/03/19		Direct Award	Director
Property and Housing	Support and Maintenance for Auddis 2016/17	Northgate Public Services (UK) Limited	£ 1,864	£ 1,864	01/08/16	31/07/17		Direct Award	Procurement manager
Property and Housing	Oracle Support renewal for CSI 18672753 -M4000 Server - 2016-2017	Oracle Corporation UK Ltd	£ 4,212	£ 4,212	07/08/16	06/08/17		Direct Award	Director
Property and Housing	Meredith Infant School Landscape Works	Red's Builders Limited	£ 30,611	£ 30,611	21/07/16	31/08/17	31/08/17	Other	Director
Property and Housing	Underpinning at 13-19 Woodcot Crescent	Conserv Projects Ltd	£ 82,706	£ 82,706	05/09/16	14/10/17	14/10/17	Not obtaining 3 bids	Director
Property and Housing	Software Support for Oracle RDBMS X 15 Licences	Northgate Public Services (UK) Limited	£ 7,500	£ 1,875	25/08/16	24/08/20		Direct Award	Director
Property and Housing	Office Furniture Removal and Recycling - Civic Offices	The Recycled Assets Company	£ 25,000	£ 25,000	01/08/16	31/08/17		Direct Award	Director
Property and Housing	Fire Warden Training 2015-2017	ABC Worksafe Ltd	£ 8,400	£ 4,200	01/01/15	31/12/17		Not advertising the opportunity	Director
Public Health	Contribution to Solent Community Grants Programme	Hampshire and Isle of Wight Community Foundation	£ 50,000	£ 50,000	01/06/16	31/03/18		Direct Award	Director
Regulatory Services and Community Safety	Biotoxin Risk Assessment Sampling - Portsmouth and Langstone Harbours	Tom Pearson	£ 10,980	£ 10,980	13/06/16	31/03/17	31/03/19	Not obtaining 3 bids	Director
Regulatory Services and Community Safety	Hampshire and Isle of Wight Local Resilience Forum Annual Subscription	Hampshire and Isle of Wight Local Resilience Forum	£ 75,000	£ 7,500	01/06/16	01/06/26		Single source	Director
Regulatory Services and Community Safety	Enforcement of Petroleum and Metrology - 2016 - 2020	Hampshire County Council	£ 20,240	£ 5,060	01/04/16	31/03/20		Single source	Director
Regulatory Services and Community Safety	Regulatory Service IDOX Uniform	IDOX Software Ltd	£ 99,000	£ 3,800	01/09/16	31/08/21		Direct Award	Director
Transport Environment and Business Support	Coastal Emergency Works - Southampton Road Frontage	Avon Construction Ltd	£ 15,000	£ 15,000	31/05/16	31/07/17	31/07/17	Emergency	Director
Transport Environment and Business Support	Coin Counting Equipment - Parking Cashroom	Cummins Allison Ltd	£ 17,291	£ 1,549	20/06/16	31/12/20		Direct Award	Director
TOTALS			£ 5,956,846	£ 3,785,443					

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Appendix 3

Procurement Management Information (Report Format)

4 November 2016

Q2 spend with HIGH VALUE (>£100,000) contracts with Waiver

Adult Services			
C00002013	Contract for Public Health Services	Solent NHS Trust (formerly Solent Healthcare)	£834,235
C00003337	Temporary Staff - Adult Social Care	Staff 2000 Limited	£12,369
C00003088	Domiciliary Care (Area PO4)	leonard cheshire Disability	£52
Children's Services and Education			
C00001187	Provision of Outreach Practical Parenting Support	Home-Start Portsmouth	£42,000
C00001635	Early Support Volunteer Co-ordinator	Home-Start Portsmouth	£17,289
Community and Communication			
C00003077	GovTech Webcapture Service	Northgate Public Services (UK) Limited	£13,300
Culture and City Development			
C00003173	Mortuary Costs Portsmouth - Coroner's Office	Portsmouth Hospitals NHS Trust	£82,839
C00003251	Pathologist Fees - Coroner's Office	Multiple Suppliers	£54,017
Finance and Information Services			
C00003132	External Audit Services	Ernst & Young LLP	£41,658
Property and Housing			
C00001197	Building Repair & Maintenance Contract	KKA Maintenance Ltd	£178,779
C00003086	Civic Offices IS Office Refurbishment	Vear Building Services Limited	£42,026
Public Health			
C00003045	Provision of 0-5 services (Health Visitors)	Solent NHS Trust (formerly Solent Healthcare)	£32,275
Regulatory Services and Community Safety			
C00001121	Alcohol Specialist Nurse Service	Portsmouth Hospitals NHS Trust	£162,500
C00001526	Family Intervention Project	Barnardo's	£124,312

Q2 spend with MEDIUM VALUE (£5,000 to £100,000) contracts with Waiver

Adult Services			
C00003327	Addiction Recovery Training	JM Counselling & Training Services	£180
Children's Services and Education			
C00003184	Portsmouth Education Partnership	Panoramic Associates Limited	£13,875
C00002949	Tuition 1:1 /Small Group Tuition Services	Home School Tutoring UK (Hampshire West/Central)	£4,795
C00002353	Children/Young People & Families Website - Local Offer Initiative	Chapman Web Design Ltd	£74
Children's Social Care			
C00003193	Reunification Pilot Project - Children's Social Care	Barnardo's	£25,000
C00003192	Independent Social Worker 2016 - 2018	Diane Robson	£1,096
C00002930	Room Hire PSCB Training	PAFG	£224
Community and Communication			
C00003249	Panacea Software 2016 - 2017	Panacea Applications Limited	£21,651
Culture and City Development			
C00003083	Portsmouth DMP Promotion on London Underground	Exterior Media (UK) Ltd	£24,895
C00003175	Staffing Support Grant - Fratton Community Centre	Fratton Community Association	£8,488
C00003236	Transportation of Bodies - Portsmouth & South East (Petersfield)	Dignity Funerals T/A Carrells Funeral Service	£2,016
C00003149	Asbestos Analysis - Coroner's Office	Occupational and Environmental Analytical Diagnostic Services Ltd	£1,500
C00003238	Transportation of Bodies - Portsmouth & South East (Portsmouth)	Barrells Funeral Directors	£1,108
Finance and Information Services			
C00003200	Inspector - Temporary - PFI Highways	Hays Specialist Recruitment	£40,790
C00003187	Mail Filtering 2016	MessageLabs	£37,260
C00003137	Oracle Application Server and Database Enterprise	Northgate Public Services (UK) Limited	£17,465
C00003135	Digital Strategy Consultancy	regional network solutions ltd	£6,500
HR Legal and Performance			
C00003227	Document Storage and Movement - Modern Records	Personnel Hygiene Services Limited trading as PHS Group	£4,619
Portsmouth International Port			
C00003159	Window Cleaning for Portsmouth International Port	F&G Cleaners Limited	£250
Property and Housing			
C00003370	Oracle Support for SPARC Servers 2016	Esteem Systems Ltd	£143,815
C00003166	Eastney Swimming Pool - Roof Repairs/Rev.1	T. Coleborn & Son Limited	£33,157
C00003307	Meredith Infant School Landscape Works	Red's Builders Limited	£28,040
C00003085	Cost Consultancy - Dunsbury Hill Farm	Mace Limited	£20,530
C00003248	Drainage Scheme - Salterns Golf Course	John Pierson Ltd	£7,637
C00003156	Autodesk Subscription and Telephone Support 2016	Cadpoint Ltd	£1,361
C00003341	Office Furniture Removal and Recycling - Civic Offices	The Recycled Assets Company	£800
Regulatory Services and Community Safety			
C00003344	Regulatory Service IDOX Uniform	IDOX Software Ltd	£40,000
C00003232	Biotxin Risk Assessment Sampling - Portsmouth and Langstone Harbours	Tom Pearson	£1,922
Transport Environment and Business Support			
C00003203	Replacement handheld equipment and associated items	Spur Information Solutions Ltd	£28,271
C00003212	Parking Meter Central Processing Unit Repairs 2016-2019	Cale BriParc Ltd	£22,932
C00003218	Development Management Services - Temporary Consultancy	Island Highway & Transport Consultants Limited	£17,560
C00003205	Emergency Coastal Defence Works - Ten Gun Battery	Avon Construction Ltd	£14,934
C00003252	Coin Counting Equipment - Parking Cashroom	Cummins Allison Ltd	£12,258
C00002932	Urban Traffic Control Maintenance	Siemens plc - Mobility and Logistics Division Traffic Solutions	£8,256
C00003120	Medical Services for Pearl Izumi Tour Series Final 2016	M&S Ambulance Service Ltd	£2,738
C00003122	Civil Enforcement Officer and Parking Charge Assistant Training	Alpha Parking Ltd	£1,875
C00003075	Adult Functional Skills Qualifications - The Learning Place	Northern Council for Further Education (NCFE)	£1,006

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