



NOTICE OF MEETING

GOVERNANCE & AUDIT & STANDARDS COMMITTEE

FRIDAY, 9 MARCH 2018 AT 10.30 AM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

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 John Ferrett (Chair)
Councillor Scott Payter-Harris (Vice-Chair)
Councillor Alicia Denny
Councillor Leo Madden
Councillor Hugh Mason
Councillor Neill Young

Standing Deputies

Councillor Paul Godier
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.

AGENDA

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the Meeting held on 2 February 2018 (Pages 7 - 18)

RECOMMENDED that the minutes of the meeting held on 2 February 2018 be confirmed and signed by the Chair as a correct record.

4 Annual Audit Letter for the year ended 31 March 2017 (Pages 19 - 44)

The Committee is asked to note the Annual Audit Letter.

5 External Auditor's Progress Report (Pages 45 - 52)

The Committee is asked to note the External Auditor's Progress Report.

6 Treasury Management Policy 2018/19 (Pages 53 - 124)

The report is before this Committee for information only. The purpose of this report is to obtain the Council's approval of the updated Treasury Management Policy Statement (attached) which includes:

- Annual Minimum Revenue Provision for Debt Repayment Statement
- Annual Investment Strategy

RECOMMENDED that the Committee notes the recommendations to Council set out in section 3 of the report.

7 Audit Performance Status Report to 13 February 2018 (Pages 125 - 162)

The purpose of this report is to update the Governance and Audit and Standards Committee on the Internal Audit Performance for 2017/18 to 13th February 2018 against the Annual Audit Plan, highlight areas of concern and areas where assurance can be given on the internal control framework

RECOMMENDED

- (1) That Members note the Audit Performance for 2017/18 to 13th February 2018**
- (2) That Members note the highlighted areas of control weakness from the 2017/18 Audit Plan.**
- (3) That Members approve the proposed Internal Audit Charter & Code of Ethics (Appendix C) and the Internal Audit Counter Fraud**

Strategy (Appendix D) for the use of Audit resources for 2018-19.

8 Quarterly Performance Management Update (Pages 163 - 342)

Purpose -To report significant performance issues, arising from Q3 performance monitoring, to Governance and Audit and Standards committee and highlight areas for further action or analysis.

Recommendations

The Governance and Audit and Standards Committee is asked to:

- (1) Note the report**
- (2) Note the continued improvement in quality of reports from directorates**
- (3) Agree if any further action is required in response to performance issues highlighted**

9 Councillor Training and Development (Pages 343 - 370)

This report is to update the Governance & Audit & Standards Committee on the position of training for councillors and to offer a proposed training calendar for 2018 following the Local Government elections.

RECOMMENDED that

- (1) Governance & Audit & Standards Committee approve the annual training plan prior to delivery (Appendix 1)**
- (2) Group Leaders support attendance on required training.**

10 Changes to the Standing Orders (Council Procedure Rules) (Pages 371 - 396)

The purpose of the report is to ask members to consider a proposed revision to the content of the Standing Orders.

RECOMMENDED that the Committee:

- (1) Considers the proposed amendments to the Standing Orders in accordance with the revisions set out in Appendix 1 to this report.**
- (2) Recommends to Council that the revised Standing Orders are**

adopted.

- (3) **Agrees that the City Solicitor may make amendments to the standing orders to reflect any changes arising out of legislative changes, deal with typographical alterations or amend the layout of the document, none of which would change the material substance of the standing orders.**

11 Proposed amendments to the Council's constitution Part 2 - Responsibility for Functions: Chief Officers' Delegated Authority (Pages 397 - 482)

The purpose of the report is to consider the attached revised Part 2 Decision Making and its adoption as part of the Council's constitution.

RECOMMENDED that the committee is asked to

- (1) **Approve the proposed amendments to Part 2 Decision Making of the Council's constitution at Appendix 1 to this report and recommend adoption by Full Council on 20 March 2018, subject to paragraph 2.4 below.**
- (2) **Agree that the City Solicitor may make amendments to the scheme of delegation which reflect changes in legislation, structure within the Council or typographical amendments, none of which would result in changes in extent of delegations to officers.**
- (3) **Agree that the City Solicitor may make amendments to the constitution to reflect any changes arising out of legislative changes, deal with typographical alterations or amend the layout of the document, none of which would change the material substance of constitution.**
- (4) **Note the amendments to Part 2 Section 3 Responsibility for Cabinet Functions as these responsibilities are within the gift of the Leader.**

12 Appointment of Independent Persons (Pages 483 - 486)

(report marked to follow published on 6 March 2018)

The purpose of the report is to outline the requirements for and consider the

appointment of up to four Independent Persons, pursuant to the provisions of Section 28 of the Localism Act 2011.

Recommendations

That Governance & Audit & Standards Committee recommend that Council appoints the following Independent Persons for three years through to May 2021:

- (1) Mr Bill Bailey**
- (2) Ms Carole Damper**
- (3) Ms Diana Turner**

13 Exclusion of Press and Public

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 items on the grounds that the reports contain information defined as exempt in Part 1 of Schedule 12A to the Local Government Act, 1972”

The public interest in maintaining the exemption must outweigh the public interest in disclosing the information.

Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) England Regulations 2012, regulation 5, the reasons for exemption of the listed item is shown below.

(NB The exempt/confidential committee papers on the agenda will contain information which is commercially, legally or personally sensitive and should not be divulged to third parties. Members are reminded of standing order restrictions on the disclosure of exempt information and are invited to return their exempt documentation to the Senior Local Democracy Officer at the conclusion of the meeting for shredding.)

<u>Item</u>	<u>Exemption Para No.*</u>
14. Verification of Housing Benefits Framework (Exempt Appendix only)	3

***3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).**

14 Verification of Housing Benefits Framework (Pages 487 - 496)

(Please note that the policy is exempt and provision has been made on the agenda to move into exempt session for consideration of the exempt appendix)

(Report originally marked to follow published on 6 March 2018)

The purpose of the report is to approve Portsmouth City Council's policy relating to Risk Based Verification of Housing Benefit and Council Tax Support claims

RECOMMENDED that the Governance & Audit & Standards Committee:

- (1) Approve the policy at Appendix 1**
- (2) Note that DWP Circular HB/CTB S11/2011 provides guidance on the policy and requires that the policy should not be made public due to the sensitivity of its contents**

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