



# NOTICE OF MEETING

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## GOVERNANCE & AUDIT & STANDARDS COMMITTEE

FRIDAY, 1 FEBRUARY 2019 AT 10.30 AM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to 023 9283 4058

Email: Vicki.plytas@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

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### Membership

Councillor Leo Madden (Chair)  
Councillor Simon Boshier  
Councillor John Ferrett  
Councillor Ian Lyon  
Councillor Hugh Mason  
Councillor Neill Young

### Standing Deputies

Councillor Jason Fazackarley  
Councillor David Fuller  
Councillor Ben Swann  
Councillor Tom Wood  
Vacancy

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(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](http://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 from the meeting held on 2 November 2018 (including update on actions arising) (Pages 7 - 20)**

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

- 4 **2018/19 Audit Planning Report (Pages 21 - 58)**

External Auditor's Planning Report for information and noting.

- 5 **Audit Performance Status Report to 9 January 2019 (Pages 59 - 78)**

The purpose of the report is to update the Governance and Audit and Standards Committee on the Internal Audit Performance for 2018/19 to 9 January 2019 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 2018/19 to 9 January 2019.**
- (2) **That Members note the highlighted areas of control weakness from the 2018/19 Audit Plan.**

- 6 **Treasury Management Monitoring Report for the Third Quarter of 2018/19 (Pages 79 - 92)**

The purpose of the report is to inform members and the wider community of the Council's Treasury Management position, ie. its borrowing and cash investments at 31 December 2018 and of the risks attached to that position.

**RECOMMENDED:**

- (1) **That it be noted that there have been no breaches of the Treasury Management Policy 2018/19 in the period up to 31 December 2018**
- (2) **That the actual Treasury Management indicators as at 31 December 2018 set out in Appendix A be noted**

- 7 **Performance Management update - Q2, 2018-19 (Pages 93 - 342)**

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

**RECOMMENDED that the 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**
- (4) Note that reports for 2019/2020 will be provided in a streamlined format, as set out in section 4 of the report.**

**8 Data Security Breach Report (Pages 343 - 350)**

The purpose of the report is to inform the Committee of any Data Security Breaches and actions agreed/taken since the last meeting.

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

**9 General Data Protection Regulation Programme Report (Pages 351 - 354)**

The purpose of the report is to inform the Committee of the work already undertaken and ongoing to ensure the Council's compliance with the General Data Protection Regulations and Data Protection Act 2018.

**RECOMMENDED that Members of the Governance & Audit & Standards Committee note the actions taken.**

**10 Report on complaints received into alleged breaches of the Code of Conduct by Members of the Council for the calendar year 2018 (Pages 355 - 360)**

The purpose of the report is to update Members of the Committee in relation to complaints which have been progressed within the calendar year 2018 and which allege that Councillors may have breached the Code of Conduct.

**RECOMMENDED that Members of the Committee**

- (1) Note the report**

- (2) Consider whether any further action is required by them.

**11 Whistleblowing Report (Pages 361 - 364)**

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

**RECOMMENDED that Members of the Committee**

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

**12 Constitution Part 4D - Protocol for Member / Officer relations (Pages 365 - 372)**

The purpose of the report is to ask Members to consider proposed changes to the current Member / Officer Protocol as set out in the Constitution, Part 4D.

**RECOMMENDED that Members**

- (1) Consider the proposed amendments as set out in the appendix: Paragraph 6: 'Officers and party political groups'.
- (2) Are asked to
  - (a) Recommend adoption by Full Council on 12 February 2019 to approve the proposed changes shown as track changes in the Appendix; and
  - (b) Agree that if approved by Full Council, the City Solicitor may make the proposed amendments to the Protocol for Member / Officer relations in Part 4D of the Constitution.

**13 Delegated Authority to City Solicitor to settle claims on behalf of the Council (Pages 373 - 376)**

The purpose of the report is to ask Members to consider proposed changes to the delegated authority granted to the City Solicitor to settle claims on behalf of the Council, as set out in the Constitution, Part 2 Responsibility for Functions, Delegation to Directors, delegation to City Solicitor.

**RECOMMENDED that Members**

**(1) Consider the proposed amendments set out in the report**

**(2) Are asked to**

- (a) Recommend adoption by Full Council on 12 February 2019 to approve the proposed increase to the delegated authority granted to the City Solicitor to £75,000 to settle claims on behalf of the Council; and**
- (b) Agree that if approved by Full Council, the City Solicitor may make the appropriate amendments to the Delegation to Directors in the Constitution.**

**14 Update on Equality impact assessment monitoring (Pages 377 - 388)**

The purpose of this information only report is to update the Committee on the Equality Impact Assessments undertaken in 2018.

**15 Date of Next Meeting**

The next meeting is scheduled for Friday 8 March 2019 at 10.30am.

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