



## Audit and Governance Committee

**Meeting: Monday, 18th March 2013 at 6.30 pm in Committee Room 1,  
North Warehouse, The Docks, Gloucester, GL1 2EP**

<b>Membership:</b>	Cllrs. Wilson (Chair), Hobbs (Vice-Chair), McLellan, Noakes, Porter, Wood and Gilson
<b>Contact:</b>	Parvati Diyar Democratic Services Officer 01452 396192 parvati.diyar@gloucester.gov.uk

### AGENDA

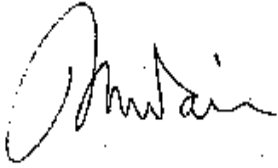
<b>1.</b>	<b>APOLOGIES</b> To receive any apologies for absence.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
<b>3.</b>	<b>MINUTES (Pages 1 - 12)</b> To approve as a correct record the minutes of the meeting held on 26 November 2012.
<b>4.</b>	<b>MINUTES OF THE SPECIAL MEETING (Pages 13 - 18)</b> To approve as a correct record the minutes of the special meeting held on 26 February 2013.
<b>5.</b>	<b>MINUTES OF THE SPECIAL MEETING (Pages 19 - 22)</b> To approve as a correct record the minutes of the meeting held on 28 February 2013.
<b>6.</b>	<b>PUBLIC QUESTION TIME (15 MINUTES)</b> To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none"> <li>• Matters which are the subject of current or pending legal proceedings, or</li> <li>• Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers</li> </ul>

7.	<p><b>PETITIONS AND DEPUTATIONS (15 MINUTES)</b></p> <p>To receive any petitions and deputations provided that no such petition is in relation to:</p> <ul style="list-style-type: none"> <li>• Matters relating to individual Council Officers, or</li> <li>• Matters relating to current or pending legal proceedings</li> </ul>				
8.	<p><b>CERTIFICATION OF GRANTS AND RETURNS 2011/12</b></p> <p>To consider the report by KPMG (circulated separately)</p>				
9.	<p><b>EXTERNAL AUDIT PLAN 2012/13</b></p> <p>To consider the report by KPMG – to follow</p>				
10.	<p><b>ANNUAL AUDIT FEE 2012/13 (Pages 23 - 28)</b></p> <p>To consider a letter from KPMG</p>				
11.	<p><b>2012/13 STATEMENT OF ACCOUNTS ACTION PLAN</b></p> <p>Report of the Corporate Director of Resources / Interim Finance Change Officer – to follow</p>				
12.	<p><b>INTERNAL AUDIT - QUARTERLY MONITORING REPORT</b></p> <p>To consider the report of Group Manager, Audit and Assurance – to follow</p>				
13.	<p><b>INTERNAL AUDIT PLAN 2013/14</b></p> <p>To consider the report of Group Manager, Audit and Assurance – to follow</p>				
14.	<p><b>ANNUAL COMPLAINTS MONITORING</b></p> <p>To consider the report of the Monitoring Officer – to follow</p>				
15.	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p>To consider the following Resolution:</p> <p>“That the press and public be excluded from the meeting during the following item of business on the grounds that it is likely, in view of the nature of business to be transacted or the nature of the proceedings, that if members of the press and public are present during consideration of these items there will be disclosure to them of exempt information as defined in Schedule 12A of the Local Government Act 1972 as amended”.</p> <table border="0" data-bbox="236 1630 1465 1832"> <thead> <tr> <th data-bbox="236 1630 619 1675"><b>Agenda Item No.</b></th> <th data-bbox="619 1630 1465 1675"><b>Description of Exempt Information</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1697 619 1742">14</td> <td data-bbox="619 1697 1465 1832">Information relating to any individual (paragraph 1) Information which is likely to reveal the identity of an individual (paragraph 2)</td> </tr> </tbody> </table>	<b>Agenda Item No.</b>	<b>Description of Exempt Information</b>	14	Information relating to any individual (paragraph 1) Information which is likely to reveal the identity of an individual (paragraph 2)
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14	Information relating to any individual (paragraph 1) Information which is likely to reveal the identity of an individual (paragraph 2)				
16.	<p><b>MINUTES OF SPECIAL MEETING - EXEMPT ITEMS (Pages 29 - 34)</b></p> <p>To approve as a correct record the minutes of exempt items from the meeting held on 28 February 2013</p>				

17.

**DATE OF NEXT MEETING**

Monday, 24 June 2013 at 6.30pm



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**Julian Wain**  
**Chief Executive**

**Date of Publication: Friday, 8 March 2013**

## NOTES

### Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area.  For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) –  (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where –  (a) that body (to your knowledge) has a place of business or land in the Council's area and  (b) either –

- i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**NOTE:** the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

#### **Access to Information**

Agendas and reports can be viewed on the Gloucester City Council website: [www.gloucester.gov.uk](http://www.gloucester.gov.uk) and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Tanya Davies, 01452 396125, [tanya.davies@gloucester.gov.uk](mailto:tanya.davies@gloucester.gov.uk).

For general enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, [democratic.services@gloucester.gov.uk](mailto:democratic.services@gloucester.gov.uk).

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

#### **FIRE / EMERGENCY EVACUATION PROCEDURE**

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- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.