



Audit and Governance Committee

Meeting: Monday, 24th June 2013 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

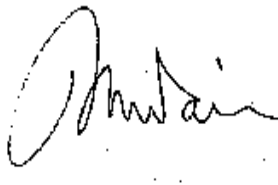
Membership:	Cllrs. Wilson (Chair), Hobbs (Vice-Chair), McLellan, Noakes, Llewellyn, Porter and Gilson
Contact:	Parvati Diyar Democratic Services Officer 01452 396192 parvati.diyar@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	APPOINTMENTS MADE AT ANNUAL COUNCIL To note the following appointments made at the Annual Meeting of the Council:- Chair: Councillor Wilson Vice Chair: Councillor Hobbs
3.	DECLARATIONS OF INTEREST 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.
4.	MINUTES AND ACTION SHEET (Pages 1 - 8) To approve as a correct record the minutes of the meeting held on 18 March 2013 and to note the actions arising.
5.	PUBLIC QUESTION TIME (15 MINUTES) To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none"> • Matters which are the subject of current or pending legal proceedings, or • Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers

6.	<p>PETITIONS AND DEPUTATIONS (15 MINUTES)</p> <p>To receive any petitions and deputations provided that no such petition is in relation to:</p> <ul style="list-style-type: none"> • Matters relating to individual Council Officers, or • Matters relating to current or pending legal proceedings
7.	<p>KPMG - ANNUAL AUDIT LETTER 2011/12</p> <p>To consider correspondence from KPMG – to follow</p>
8.	<p>KPMG - LETTER TO GLOUCESTER CITY COUNCIL - AUDIT PROGRESS 2012/13 (Pages 9 - 10)</p> <p>To consider correspondence from KPMG</p>
9.	<p>KPMG - LETTER TO GLOUCESTER CITY COUNCIL - ANNUAL AUDIT FEE 2013/14 (Pages 11 - 16)</p> <p>To consider correspondence from KPMG</p>
10.	<p>INTERNAL AUDIT PLAN 2012/13 - QUARTERLY MONITORING REPORT (Pages 17 - 26)</p> <p>Report of Group Manager Audit and Assurance</p>
11.	<p>INTERNAL AUDIT ANNUAL REPORT 2012/13 (Pages 27 - 36)</p> <p>Report of Group Manager Audit and Assurance</p>
12.	<p>FINANCIAL SERVICES IMPROVEMENT PLAN</p> <p>Interim Finance Change Manager to table latest progress at the meeting</p>
13.	<p>DRAFT STATEMENT OF ACCOUNTS 2012/13 (Pages 37 - 128)</p> <p>Interim Finance Change Manager to table latest progress at the meeting</p>
14.	<p>ANNUAL GOVERNANCE STATEMENT</p> <p>Report of Group Manager Audit and Assurance – to follow</p>
15.	<p>REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT (Pages 129 - 138)</p> <p>Report of the Corporate Director of Resources</p>
16.	<p>REVIEW OF WHISTLEBLOWING POLICY (Pages 139 - 146)</p> <p>Report of Group Manager Audit and Assurance</p>

17.	<p>TREASURY MANAGEMENT STRATEGY 2013/14 (Pages 147 - 178)</p> <p>Report of the Corporate Director of Resources</p>
18.	<p>PUBLIC SECTOR INTERNAL AUDIT STANDARDS (Pages 179 - 182)</p> <p>Report of Group Manager Audit and Assurance</p>
19.	<p>ANNUAL COMPLAINTS MONITORING (Pages 183 - 188)</p> <p>Report of the Monitoring Officer</p>
20.	<p>REVIEW OF THE COUNCIL'S STANDARDS ARRANGEMENTS (Pages 189 - 214)</p> <p>Report of the Monitoring Officer</p>
21.	<p>DATE OF NEXT MEETING</p> <p>Monday, 23 September 2013 at 6.30pm</p>



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Julian Wain
Chief Executive
Date of Publication: Friday, 14 June 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 and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Penny Williams, 01452 396125, penny.williams@gloucester.gov.uk.

For general enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, 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

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- 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.