



## Audit and Governance Committee

**Meeting: Monday, 25th November 2013 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP**

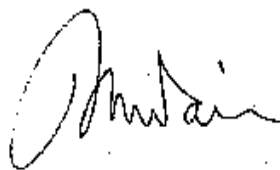
<b>Membership:</b>	Cllrs. Wilson (Chair), Hobbs (Vice-Chair), McLellan, Noakes, Llewellyn, Porter and Gilson
<b>Contact:</b>	Parvati Diyar Democratic Services Officer 01452 396192 parvati.diyar@gloucester.gov.uk

### 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 - 10)</b>  To approve as a correct record the minutes of the meeting held on 23 September 2013.
<b>4.</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>
<b>5.</b>	<b>PETITIONS AND DEPUTATIONS (15 MINUTES)</b>  To receive any petitions and deputations provided that no such petition is in relation to: <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>

6.	<p><b>RESPONSE TO INTERNAL AUDIT REPORT RECOMMENDATIONS - CLIENT MONITORING OF PAYROLL SYSTEM</b></p> <p>To receive a verbal update from the Financial Project Supervisor.</p>
7.	<p><b>RESPONSE TO INTERNAL AUDIT REPORT RECOMMENDATIONS - RESPONSE REPAIRS CONTRACT</b></p> <p>To receive a verbal update from the Asset Manager.</p>
8.	<p><b>ACTION PLAN</b> (Pages 11 - 14)</p> <p>To consider the Action Plan.</p>
9.	<p><b>ANNUAL GOVERNANCE STATEMENT ACTION PLAN 2013-14</b> (Pages 15 - 20)</p> <p>To consider the report of the Corporate Director of Resources advising Members of action taken on the Annual Governance Statement Action Plan 2013-14.</p>
10.	<p><b>FINANCIAL SERVICES IMPROVEMENT PLAN</b> (Pages 21 - 34)</p> <p>To receive the papers from the Head of Finance providing an update on the ISA 260 recommendations and the Internal Audit recommendations for November 2013 provided for information.</p>
11.	<p><b>TREASURY MANAGEMENT UPDATE - QUARTER 2 REPORT 2013/14</b> (Pages 35 - 50)</p> <p>To consider the report of the Corporate Director of Resources updating Members on the treasury management activities from 1 July 2013 to 30 September 2013.</p>
12.	<p><b>RISK MANAGEMENT ANNUAL REPORT 2013</b> (Pages 51 - 56)</p> <p>To consider the report of the Audit, Risk and Assurance Manager to provide Members with an update on the Council's risk management activities from the past year and also future planned actions.</p>
13.	<p><b>INTERNAL AUDIT PLAN 2013/14 - MONITORING REPORT</b> (Pages 57 - 66)</p> <p>To consider the report of Audit, Risk and Assurance Manager informing Members of the audits completed as part of the approved Internal Audit Plan 2013/14.</p>
14.	<p><b>COMMITTEE ON STANDARDS IN PUBLIC LIFE - ANNUAL REPORT 2012-13</b> (Pages 67 - 96)</p> <p>To consider the report of the Monitoring Officer informing the Audit and Governance Committee about the work of the Committee on Standards in Public Life during 2012 -13 and to identify any changes that need to be made to the Council's governance arrangements in light of the report.</p>

15.	<p><b>REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - ANNUAL REVIEW OF PROCEDURAL GUIDE</b> (Pages 97 - 122)</p> <p>To consider the report of the Head of Legal and Policy Development to request that Members review and update the Council's procedural guidance on RIPA and note the use by the Council of its RIPA powers in the last year.</p>
16.	<p><b>REVIEW OF TERMS OF REFERENCE FOR AUDIT AND GOVERNANCE COMMITTEE</b> (Pages 123 - 128)</p> <p>To consider the report of the Head of Legal and Policy Development requesting that a Working Group of the Committee reviews the Terms of Reference for the Committee and identifies any changes to the Terms of Reference that should be recommended to Constitutional and Electoral Working Group and Council.</p>
17.	<p><b>UPDATE ON THE PEER REVIEW</b></p> <p>To receive a verbal update from the Corporate Director of Resources</p>
18.	<p><b>SERVICE RISK REGISTERS</b></p> <p>To receive a verbal update from the Audit, Risk and Assurance Manager</p>
19.	<p><b>WORK PROGRAMME</b> (Pages 129 - 132)</p> <p>To consider the Committee's Work Programme</p>
20.	<p><b>DATE OF NEXT MEETING</b></p> <p>Monday, 17 March 2014 at 6.30pm.</p>



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

**Date of Publication: Friday, 15 November 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 Penny Williams, 01452 396125, [penny.williams@gloucester.gov.uk](mailto: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](mailto:democratic.services@gloucester.gov.uk).

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- 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.