



## **Audit and Governance Committee**

**Meeting: Thursday, 13th November 2014 at 6.30 pm in Civic Suite,  
North Warehouse, The Docks, Gloucester, GL1 2EP**

<b>Membership:</b>	Cllrs. Wilson (Chair), Hobbs (Vice-Chair), Llewellyn, Noakes, Haigh, McLellan and Taylor
<b>Contact:</b>	Parvati Diyar Democratic Services Officer 01452 396192 <a href="mailto:parvati.diyar@gloucester.gov.uk">parvati.diyar@gloucester.gov.uk</a>

### **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 7 - 12)</b>  To approve as a correct record the minutes of the meeting held on 8 September 2014.
<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 or deputation 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>

<b>6.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE ACTION PLAN (Pages 13 - 16)</b>  To consider the Action Plan.				
<b>7.</b>	<b>ANNUAL GOVERNANCE STATEMENT ACTION PLAN 2014-15 UPDATE</b>  To receive a verbal update from the Head of Finance updating members on the Annual Governance Statement Action Plan.				
<b>8.</b>	<b>PEER REVIEW ACTION PLAN (Pages 17 - 28)</b>  To receive a verbal update from the Head of Finance updating members on the Peer Review Action Plan.				
<b>9.</b>	<b>GLOUCESTER CITY COUNCIL ANNUAL AUDIT LETTER 2013-14 (Pages 29 - 36)</b>  To receive the Annual Audit Letter 2013-14 from KPMG.				
<b>10.</b>	<b>ANNUAL RISK MANAGEMENT REPORT (Pages 37 - 42)</b>  To consider the report of the Audit, Risk and Assurance Manager which provides members with an update on the Council's risk management activities from the past year to date and future planned actions.				
<b>11.</b>	<b>REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - ANNUAL REVIEW OF PROCEDURAL GUIDE (Pages 43 - 68)</b>  To consider the report of the Head of Paid Service concerning the Annual Review of the Regulation of Investigatory Powers Act 2000 (RIPA) Procedural Guide.				
<b>12.</b>	<b>TREASURY MANAGEMENT UPDATE QUARTER 2 REPORT 2014-15 (Pages 69 - 80)</b>  To consider the report of the Head of Finance updating members on treasury management activities covering Quarter 2, 1 <sup>st</sup> July 2014 to 30 <sup>th</sup> September 2014.				
<b>13.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME (Pages 81 - 82)</b>  To consider the Committee's Work Programme				
<b>14.</b>	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p><b>To resolve:-</b></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 this item there will be disclosure to them of exempt information as defined in Schedule 12A of the Local Government Act 1972 as amended".</p> <table> <tr> <th><b>Agenda Item No.</b></th><th><b>Description of Exempt Information</b></th></tr> <tr> <td>15</td><td>Paragraph 3: Information relating to the financial or business affairs of any particular person (including the Authority holding that information).</td></tr> </table>	<b>Agenda Item No.</b>	<b>Description of Exempt Information</b>	15	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the Authority holding that information).
<b>Agenda Item No.</b>	<b>Description of Exempt Information</b>				
15	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the Authority holding that information).				

	Paragraph 7: Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
<b>15.</b>	<b>UPDATE ON COUNCIL IT SYSTEM ISSUES</b> (Pages 83 - 88)  To consider the report of the Senior Information Risk Officer relating to the governance issues arising out of recent issues with the Council's IT systems.
<b>16.</b>	<b>DATE OF NEXT MEETING</b>  Monday, 19 January 2015 at 6.30pm.

*M. Shields*

.....  
**Martin Shields**  
**Corporate Director of Services and Neighbourhoods**

**Date of Publication: Wednesday, 5 November 2014**

## 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 <ul style="list-style-type: none"> <li>(a) under which goods or services are to be provided or works are to be executed; and</li> <li>(b) which has not been fully discharged</li> </ul>
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) – <ul style="list-style-type: none"> <li>(a) the landlord is the Council; and</li> <li>(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</li> </ul>
Securities	Any beneficial interest in securities of a body where – <ul style="list-style-type: none"> <li>(a) that body (to your knowledge) has a place of business or land in the Council's area and</li> <li>(b) either –               <ul style="list-style-type: none"> <li>i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>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</li> </ul> </li> </ul>

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 Parvati Diyar, 01452 396192, [parvati.diyar@gloucester.gov.uk](mailto:parvati.diyar@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.

### **Recording of meetings**

Please be aware that meetings may be recorded with the Mayor or Chair’s consent and this may include recording of persons seated in the Public Gallery or speaking at the meeting. Please notify a City Council Officer if you have any objections to this practice and the Mayor/Chair will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

### **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.