



## **Audit and Governance Committee**

**Meeting: Monday, 20th June 2016 at 6.30 pm in Meeting Room 1, North Warehouse, The Docks, Gloucester, GL1 2EP**

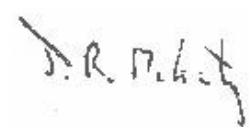
<b>Membership:</b>	Cllrs. Gravells, Cook, Stephens, Wilson, Taylor, Patel and Pullen
<b>Contact:</b>	Atika Tarajiya Democratic and Electoral Services Officer 01452 396127 Atika.tarajiya@gloucester.gov.uk

### **AGENDA**

<b>1.</b>	<b>APPOINTMENT OF CHAIR AND VICE-CHAIR</b>  To note the appointments made by Council at the Annual Meeting:-  Chair – Councillor Andrew Gravells Vice Chair – Councillor Richard Cook
<b>2.</b>	<b>APOLOGIES</b>  To receive any apologies for absence.
<b>3.</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>4.</b>	<b>MINUTES</b> (Pages 7 - 14)  To approve as a correct record the minutes of the meeting held on 14 <sup>th</sup> March 2016.
<b>5.</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>6.</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>7.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE ACTION PLAN (Pages 15 - 16)</b>  To consider the Action Plan.
<b>8.</b>	<b>KPMG INTERIM LETTER (Pages 17 - 18)</b>  To consider the KPMG Interim letter outlining progress of their audit work to date.
<b>9.</b>	<b>POSITION STATEMENT ON STATEMENT OF ACCOUNTS</b>  Verbal update to be presented by the Head of Finance.
<b>10.</b>	<b>BENEFITS AUDIT UPDATE ON ACCURACY RATE</b>  Verbal update to be presented by the Head of Finance.
<b>11.</b>	<b>INTERNAL AUDIT PLAN 2015/16 FINAL MONITORING REPORT (Pages 19 - 32)</b>  To consider the report of the Head of Audit, Risk and Assurance Members updating Members on the remaining audits completed as part of the agreed Internal Audit Plan 2015/16.
<b>12.</b>	<b>HEAD OF AUDIT RISK ASSURANCE ANNUAL REPORT 2015/16 (Pages 33 - 42)</b>  To consider the report of the Head of Audit, Risk Assurance which provides Members with a brief overview of Internal Audit work, compliance with Financial Regulations, Contract Standing Orders, and general probity issues for the financial year ending 31st March 2016, and, to provide an opinion on the overall adequacy and effectiveness of the organisation's control environment, comprising risk management, control and governance.
<b>13.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT 2015/16 (Pages 43 - 54)</b>  To consider the report of the Chair of Audit which sets out the work and achievements of the Council's Audit and Governance Committee during 2015/16.
<b>14.</b>	<b>TREASURY MANAGEMENT ANNUAL UPDATE 2015/16 (Pages 55 - 62)</b>  To consider the report of the Cabinet Member for Performance and Resources updating Members on Treasury Management activities for quarter 4, (1 <sup>st</sup> January 2016 to 31 <sup>st</sup> March 2016) and a summary of the 2015/16 financial year.

<b>15.</b>	<b>ANNUAL GOVERNANCE STATEMENT 2015/16</b> (Pages 63 - 90)  To consider the report of the Head of Finance summarising Gloucester City Council's Corporate Governance arrangements in place during 2015/16, via the publication of an Annual Governance Statement.
<b>16.</b>	<b>ANNUAL COMPLAINTS MONITORING REPORT</b> (Pages 91 - 98)  To consider the report of the Head of Finance considering statistics relating to complaints and compliments received by the Council between April 2015 and March 2016 and complaints made to the Local Government Ombudsman about the Council during the same period.
<b>17.</b>	<b>ANNUAL STANDARDS REPORT</b>  Verbal update to be presented by the Monitoring Officer.
<b>18.</b>	<b>INTERNAL AUDIT QUALITY ASSURANCE AND IMPROVEMENT PROGRAMME</b> (Pages 99 - 124)  To consider the report of the Head of Audit, Risk Assurance which provides Members with an introduction to the Internal Audit Quality Assurance and Improvement Programme (QAIP) as required by the Public Sector Internal Audit Standards (PSIAS) 2013.
<b>19.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME</b> (Pages 125 - 128)  To consider the Work Programme.
<b>20.</b>	<b>DATE OF NEXT MEETING</b>  19 <sup>th</sup> September 2016 at 6:30pm in Civic Suite, North Warehouse.



**Jon McGinty**  
**Managing Director**

**Date of Publication: Friday, 10 June 2016**

## 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 Atika Tarajiya, 01452 396127, [atika.tarajiya@gloucester.gov.uk](mailto:atika.tarajiya@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.

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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.

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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.