



Audit and Governance Committee

Meeting: Monday, 19th June 2017 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

Membership:	Cllrs. Gravells (Chair), Melvin (Vice-Chair), Stephens, Morgan, Wilson, H. Norman and Smith
Contact:	Atika Tarajiya Democratic and Electoral Services Officer 01452 396127 Atika.tarajiya@gloucester.gov.uk

AGENDA

1.	APPOINTMENT OF CHAIR AND VICE-CHAIR To note the appointments made by Council at the Annual Meeting:- Chair – Councillor Andrew Gravells Vice Chair – Councillor Dawn Melvin
2.	APOLOGIES To receive any apologies for absence.
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 (Pages 7 - 16) To approve as a correct record the minutes of the meeting held on 13 th March 2017.
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.	PETITIONS AND DEPUTATIONS (15 MINUTES) To receive any petitions and deputations provided that no such petition or deputation is in relation to:

	<ul style="list-style-type: none"> • Matters relating to individual Council Officers, or • Matters relating to current or pending legal proceedings
7.	<p>AUDIT AND GOVERNANCE COMMITTEE ACTION PLAN (Pages 17 - 18)</p> <p>To consider the Action Plan.</p>
8.	<p>POSITION STATEMENT ON STATEMENT OF ACCOUNTS</p> <p>Verbal update to be provided from the Head of Finance.</p>
9.	<p>ANNUAL REPORT ON INTERNAL AUDIT ACTIVITY 2016/17 (Pages 19 - 62)</p> <p>To consider the report of the Head of Audit Risk Assurance providing the Committee with an annual report on Internal Audit Activity which fully meets the Chief Internal Auditor's annual reporting requirements, as set out in the Public Sector Internal Auditing Standards (PSIAS) 2017.</p>
10.	<p>AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT 2016/17 (Pages 63 - 76)</p> <p>To consider the report of the Chair of Audit and Governance Committee summarising the activities of the Audit and Governance Committee during 2016/17 and setting out its plans for the next twelve months.</p>
11.	<p>DRAFT ANNUAL GOVERNANCE STATEMENT 2016/17 (INCLUDING REVISED CODE OF CORPORATE GOVERNANCE) (Pages 77 - 120)</p> <p>To consider the report of Head of Policy and Resources and Head of Audit Risk Assurance outlining the corporate governance arrangements in place during 2016/2017, via the publication of an AGS, (to be signed by the Leader and the Managing Director), supported by a revised Local Code of Corporate Governance 2016/2017.</p>
12.	<p>TREASURY MANAGEMENT SIX MONTHLY UPDATE 2017/18 (Pages 121 - 128)</p> <p>To consider the report of the Cabinet Member for Performance and Resources providing an overview of the Councils performance for 2016/17, review of annual treasury management activities and the actual prudential and treasury indicators for 2016/17.</p>
13.	<p>REVIEW OF BENEFIT AUDIT ACCURACY RATE AND MONITORING OF BENEFIT SOFTWARE (Pages 129 - 132)</p> <p>To update and provide a review on the accuracy rate of Housing Benefit and Council Tax Support assessments and the impact upon customers.</p>
14.	<p>AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME (Pages 133 - 136)</p> <p>To consider the Work Programme.</p>
15.	<p>DATE OF NEXT MEETING</p> <p>18th September 2017 in the Civic Suite, North Warehouse at 6:30pm</p>

J.R.M.H.

Jon McGinty
Managing Director

Date of Publication: Friday, 9 June 2017

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 Atika Tarajiya, 01452 396127, 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.

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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.