



Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Wednesday, 19 September 2018

TO EACH MEMBER OF GLOUCESTER CITY COUNCIL

Dear Councillor

You are hereby summoned to attend a **MEETING OF THE COUNCIL** of the **CITY OF GLOUCESTER** to be held at the Civic Suite - North Warehouse, The Docks, Gloucester, GL1 2EP on **Thursday, 27th September 2018 at 6.30 pm** for the purpose of transacting the following business:

AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **MINUTES (Pages 9 - 26)**

To approve as a correct record the minutes of the Council Meeting held on 12 July 2018.

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. **CALL OVER**

- (a) Call over (item 9 only) will be read out at the meeting and Members invited to reserve the items for discussion.
- (b) To approve the recommendations of those reports which have not been reserved for discussion.

5. PUBLIC QUESTION TIME (15 MINUTES)

The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs provided that a question does not relate to:

- 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)

A period not exceeding three minutes is allowed for the presentation of a petition or deputation provided that no such petition or deputation is in relation to:

- Matters relating to individual Council Officers, or
- Matters relating to current or pending legal proceedings

7. ANNOUNCEMENTS (10 MINUTES)

To receive announcements from:

- a) The Mayor
- b) Leader of the Council
- c) Members of the Cabinet
- d) Chairs of Committees
- e) Head of Paid Service

8. MEMBERS' QUESTION TIME

- a) Leader and Cabinet Members' Question Time (30 Minutes)

Any member of the Council may ask the Leader of the Council or any Cabinet Member any question without prior notice, upon:

- Any matter relating to the Council's administration
- Any matter relating to any report of the Cabinet appearing on the Council's summons
- A matter coming within their portfolio of responsibilities

Only one supplementary question is allowed per question.

- c) Questions to Chairs of Meetings (15 Minutes)

ISSUES FOR DECISION BY COUNCIL

9. ANNUAL REPORT OF THE AUDIT AND GOVERNANCE COMMITTEE 2017/18 (Pages 27 - 40)

To consider the Chair of the Audit and Governance Committee's Annual Report.

MOTIONS FROM MEMBERS

10. NOTICES OF MOTION

1. PROPOSED BY COUNCILLOR BRAZIL

"This Council recognises:

the value of having public drinking fountains in a number of key areas in the city where people can fill their own bottles or drink straight from the fountain. With the hot weather we experienced this Summer it would also benefit visitors and residents alike. This would also reduce the quantity of plastic bottles of water being purchased locally, reduce the need for recycling and promote water as a healthy option.

Council resolves to:

- 1) acknowledge the importance of providing access to free drinking water around the city, welcome the recent establishment of Refill Gloucester and give its support to the reintroduction of public drinking fountains,
- 2) ask Cabinet to work with Gloucester Bid and Severn Trent Water to look at the feasibility of installing and maintaining public drinking fountains in the city."

2. PROPOSED BY COUNCILLOR HILTON

"This council welcomes, ahead of a planning application, the public consultation being carried out over the new plans for redevelopment of the Kings Quarter.

This council agrees the Kings Quarter redevelopment should include office accommodation and that it could be an ideal location to relocate the city council's civic and administrative headquarters.

This council also agrees that a new justice centre is desperately needed in Gloucester and the Kings Quarter could also include new crown, magistrates and county courts, which would enhance the scheme still further.

This council also notes that the city council HQ and a justice centre would be adjacent to the new bus station, an improved railway station and a new multi-storey car park, making easy access to these public facilities for everyone."

3. PROPOSED BY COUNCILLOR STEPHENS

“This council notes:

Though slavery was abolished in the UK in 1833, there are more slaves today than ever before in human history. Figures from the International Labour Organisation (ILO) suggest that there are more than 40 million people in modern slavery across the world, with nearly 25 million held in forced labour.

There were 3805 victims of modern slavery identified in the UK in 2016. A rising number but still well below the 10,000 and 13,000 potential victims estimated by the Home Office.

Modern Slavery is happening nationwide. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. This can include sexual and criminal exploitation.

This council believes:

That action needs to be taken to raise awareness of modern slavery and the fact that it is happening all over the UK.

That the current support for victims is not sufficient and needs to go beyond the 45 days they are currently given by the government.

That councils have an important role to play in ensuring their contracts and supplies don't contribute to modern day slavery and exploitation.

This council resolves:

To adopt the Co-operative Party's Charter against Modern Slavery to ensure our procurement practices don't support slavery.

Gloucester City Council will:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.

5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report publicly on the implementation of this policy annually."

4. PROPOSED BY COUNCILLOR HAIGH

"This Council notes that sanitary products are essential items for people who have periods and that people visiting Council buildings may need such products when they visit. Council believes that people in Council buildings should have free access to sanitary products in the same way as they are provided with toilet paper and soap.

Council notes that the County Council has set up a scheme to provide access to products for people vulnerable to period poverty.

This Council therefore resolves to provide free sanitary products in all City Council buildings."

5. PROPOSED BY COUNCILLOR JAMES

"This Council:

- welcomes the progress made by Gloucester City Football Club in working towards a return to playing at Meadow Park, including groundworks to raise the level of the pitch and the relocation of the telecommunications mast;
- supports the Club's ambition to be playing back in Gloucester for the 2019/20 season;
- notes that the majority of the £100,000 allocated to the Club by the City Council from the Regeneration Account to enable its return to the city has been drawn down with the remainder available to assist with the final stages of the project;
- will support funding applications by the Club to the Football Association and

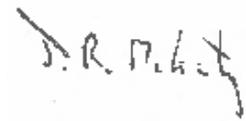
other funders to help finance the new stadium;

- calls upon businesses, individuals, the local media and other key stakeholders in the city to get behind the club to finally bring an end to its years in exile.”

11. **WRITTEN QUESTIONS TO CABINET MEMBERS (Pages 41 - 46)**

Written questions and answers. Only one supplementary question is allowed per question.

Yours sincerely

A handwritten signature in black ink, appearing to read "J. R. McGinty".

Jon McGinty
Managing Director

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 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.

Recording of meetings

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Mayor aware before the meeting starts.

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.



COUNCIL

MEETING : Thursday, 12th July 2018

PRESENT : Cllrs. J. Brown (Mayor), Hyman (Sheriff & Deputy Mayor), Watkins, Cook, Noakes, D. Norman, Organ, Pullen, Hilton, Gravells, Stephens, Lugg, Hanman, Morgan, Wilson, Bhaimia, Haigh, Williams, D. Brown, Dee, Taylor, Hansdot, Patel, Toleman, Hampson, H. Norman, Pearsall, Coole, Fearn, Finnegan, Hawthorne, Melvin and Walford

Others in Attendance

Managing Director
Corporate Director, Service Transformation
Policy and Governance Manager
Head of Place
Head of Communities
Customer Service Transformation Manager
Democratic and Electoral Services Team Leader

APOLOGIES : Cllrs. Tracey, Brazil, Ryall and Smith

10. MINUTES

10.1 **RESOLVED:-** That the minutes of the meeting held on the 21st May 2018 be approved and signed as a correct record by the Mayor.

11. DECLARATIONS OF INTEREST

11.1 Councillor Fearn declared a personal interest in agenda item 12.2 and stated that she would take no part in the debate.

12. CALL OVER

12.1 The Mayor invited Members to indicate whether they wished to reserve agenda items 9, 10 and 11 for discussion. Members indicated that they wished to discuss all three items.

13. PUBLIC QUESTION TIME (15 MINUTES)

13.1 There were no public questions.

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14. PETITIONS AND DEPUTATIONS (15 MINUTES)

14.1 There were no petitions or deputations.

15. ANNOUNCEMENTS (10 MINUTES)

The Mayor

15.1 The Mayor informed Members of the sad news that former Leader of the Council and former Mayor and Sheriff, Mike Pullon and former Mayor and Sheriff Sue Blakeley had passed away and offered her condolences to their families.

15.2 The Mayor brought Gloucestershire Moves' initiative, Beat the Street, to Members' attention. She made Members aware that it was an opportunity to see how far residents could walk, run and cycle in the local area. She advised that both her and the Leader of the Council would be traversing the full course and encouraged Members to meet them both at the finish line at 2.30pm on Wednesday 18th July at Longlevens library.

15.3 The Mayor congratulated Anne Brinkhoff, Corporate Director, on her having recently become a British Citizen. All Members also offered their congratulations.

15.4 The Mayor also made Members aware that this year's Civic Ball would be held on Saturday 18th May 2019 at Hatherley Manor and that further details would be made available closer to the event.

Cabinet Member for Environment

15.5 Councillor Cook, Cabinet Member for Environment, presented a statement regarding the current position on the Amey Street Care contract and advised that discussions were ongoing.

Chair of the Overview and Scrutiny Committee

15.6 Councillor Coole, Chair of the Overview and Scrutiny Committee informed Members that a Member Development Session facilitated by the Centre for Public Scrutiny and been well attended and that he hoped to present a plan for good scrutiny. He further advised that the Task and Finish Group on High Strength Alcohol had concluded its work and all its recommendations had been accepted by the Cabinet.

Chair of the Audit and Governance Committee

15.7 Councillor Gravells, Chair of the Audit and Governance Committee, informed Members that he had requested an item on the Amey Street Care Contract to be discussed at the next meeting of the Committee in order to assist the Cabinet Member in his work.

16. APPOINTMENT OF HONORARY RECORDER

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- 16.1 Councillor James, the Leader of the Council, moved the proposal contained within the report that Ian Lawrie QC be appointed Honorary Recorder. He outlined the position of Honorary Recorder and that it was a ceremonial office created to maintain and develop close links between councils and the judiciary. He also thanked the previous Honorary Recorder, Judge Jamie Tabor QC for his work and wished him well in his retirement.
- 16.2 Councillor Pullen stated that the Labour Group would support the proposal and he also thanked Judge Jamie Tabor QC for his work.
- 16.3 **RESOLVED that:-**
- (1) Judge Ian Lawrie QC be appointed to the role of Honorary Recorder for Gloucester during his tenure as Resident Judge at Gloucester Crown Court following the retirement of Judge Jamie Tabor QC.
- (2) The Council's thanks to Judge Jamie Tabor QC be placed on record.
- 16.4 Judge Ian Lawrie QC was invited to make a speech in his new role of Honorary Recorder. He thanked Members for their unanimous approval of his nomination and stated that he would continue the good work of his predecessor.
- 16.5 He extended an invitation to all Members to visit Gloucester Crown Court. He further informed Council that Gloucester Crown Court was at the forefront of innovative approaches to justice such as its work on restorative justice and the fast tracking of cases involving domestic abuse.

17. MEMBERS' QUESTION TIME

Members' Questions to Cabinet Members

- 17.1 Councillor Pullen stated that on the last Wednesday of June 2018 he met 112 people who could not go to the Council's offices as they were closed. He asked Councillor D. Norman, the Cabinet Member for Performance and Resources, why, if key partners had been informed of the closure, was an individual told to attend the offices that day.
- 17.2 Councillor D. Norman advised that, as there was a notice of motion on this topic, he would reserve his response for that debate.
- 17.2 By way of a supplementary question, Councillor Pullen asked if Councillor D. Norman would like to join him outside the offices on days the Council reception was closed. Councillor D. Norman advised that the closure days were a response to requests from senior staff for training.
- 17.3 Councillor Pullen asked Councillor Organ, Cabinet Member for Planning and Housing Strategy, for an update on the most recent meeting with Homes England in relation to the proposed regeneration of Podsmead and Matson.

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- 17.4 Councillor Organ stated that it was a productive meeting but there were specific regulations placed on Homes England with regard to funding.
- 17.5 Councillor Pullen stated that he understood that Homes England had no funding for regeneration and requested more detail on this matter. Councillor Organ advised that he would provide a written response to the question.
- 17.6 Councillor Hilton asked Councillor James, Leader of the Council, what progress had been made on developing the property at 67-69 London Road. Councillor James advised that he had spoken with the director of development and the Head of Place and been on site and was working on development ideas.
- 17.7 Councillor thanked Councillor James for his response and asked whether Homes England had been approached. Councillor James responded that conversations had taken place with numerous partner organisations.
- 17.8 Councillor Hilton noted that the Member of Parliament for Stroud had recently called for the abolition of Gloucester City Council and that a unitary model of local government be adopted. Councillor James responded that it would be preferable to engage in closer working with the County Council for regeneration and deeper social issues.
- 17.9 Councillor Coole asked Councillor Cook, the Cabinet Member for Environment what material food caddy bags were made from. Councillor Cook replied that they were made from Single Use Plastics.
- 17.10 By way of a supplementary question, Councillor Coole asked whether Councillor Cook agreed that this was not a good idea. Councillor Cook advised that it was still better for the environment to recycle food waste even if it was in plastic. He further advised that this matter was being examined and that the Council had always advocated using paper rather than plastic.
- 17.10 Councillor Stephens asked if, given the remarks made earlier regarding the late Mike Pullen and Sue Blakeley, Councillor James would pass on his condolences to their families. Councillor James confirmed that he would.
- 17.11 Councillor Hampson asked Councillor D. Norman what the price of transparent decision making would be given the Cabinet had decided to not pursue the live streaming Council meetings. Councillor Norman stated that there were more pressing priorities and that the financial cost was far too high. He further advised that there had been informal discussions with the County Council that meetings could occasionally be held in the Shire Hall Council Chamber once the City Council had moved there as the Chamber was equipped with the relevant equipment.
- 17.12 Following the reopening of a pub in his Ward, Councillor Gravells asked Councillor James if he agreed that community pubs helped combat social isolation. Councillor James responded that he did agree that such community venues could assist in this endeavour and thanked Councillor Gravells for his work in keeping the pub in his locality open.

Questions to Chairs of Committees

- 17.13 Councillor Melvin asked Councillor Coole, Chair of the Overview and Scrutiny Committee for an update on the scrutiny survey which had been circulated recently. Councillor Coole advised that 35% of those asked to complete the survey had responded and encouraged those who had not to do so. He further advised that the results would be used to guide the Committee's work in the coming year.
- 17.14 Councillor Haigh asked Councillor Coole if he agreed that parity of esteem between the Overview and Scrutiny Committee and the Cabinet was important. Councillor Coole responded that he did and that it was better at Gloucester City Council than it was at some authorities but that there was still work to be done. He advised that he was pursuing a more formal contact arrangement between the Overview and Scrutiny Committee and the Cabinet.
- 17.14 Councillor Haigh asked Councillor H. Norman, Chair of the Licensing and Enforcement Committee, with reference to the Local Government Association's Gambling Harm Handbook and best practice, if she would work with the County Council to identify any public health issues which may affect the Council's gambling policy statement and to develop a local area profile. Councillor H. Norman stated that she would do this in conjunction with officers.

18. PUBLIC SPACE PROTECTION ORDER CONSULTATION REPORT AND PROPOSAL

- 18.1 Council considered the report of Councillor Watkins, Cabinet Member for Communities and Neighbourhoods, seeking approval for the implementation of a Public Spaces Protection Order (PSPO).
- 18.2 Councillor Watkins highlighted key areas of the report and in particular thanked those Members who had taken part in the consultation. She informed the Committee that there had been 2,100 alcohol related incidents in a year and noted the work of the Task and Finish Group on High Strength Alcohol. Councillor Watkins further noted that the three Barton and Tredworth Councillors had enquired if such a measure could be employed in the Barton and Tredworth Area.
- 18.3 Councillor Hilton stated that he was happy to endorse the proposal, particularly the alcohol free zone which would be across the City. He expressed concern that no date had been set for when the Order would be implemented and suggested it would be good to do so immediately.
- 18.4 Councillor Pullen advised that the Labour Group had always been broadly supportive of the PSPO and that it was positive that homeless people would not be affected. He queried whether the Cabinet had raised expectations and

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queried why the consultation considered matters when there was already legislation in place to combat such issues.

- 18.5 Councillor James thanked Councillor Watkins and Officers for their work in putting together the PSPO. He stated that he recognised that fewer issues were included but that it was a question of whether there was sufficient evidence to include them.
- 18.6 Councillor Haigh stated that she hoped for proper enforcement. She referred to the lack of evidence available in showing the use of psychoactive substances having a detrimental impact on the City. She further referred to data not being collected in this respect. She stated that paraphernalia associated with the use of psychoactive substances was classed as litter rather than dealing with it as an issue in itself.
- 18.7 Councillor Stephens shared his view that some issues raised by respondents had not been included. He stated that he understood the matter would be due for review in a year's time and suggested that the use of psychoactive substances be included as a prohibited behaviour.
- 18.8 Councillor Watkins stated that the PSPO would not be working in isolation. She further stated that she would like it to be implemented as quickly as possible but that there was a necessary lead in time and that enforcement was being finalised. Councillor Watkins also advised that the Safer and Attractive Streets team would gather data on the use of psychoactive substances.

18.9 **RESOLVED that:-**

- (1) The results of the PSPO consultation be noted;
- (2) To note that previous delegation, provided by Cabinet to the Head of Communities in consultation with the Cabinet Member for Communities and Neighbourhoods, for the authorisation of Public Space Protection Orders remains in place for all future PSPO proposals.
- (3) Delegated authority remains as above to implement the recommended Public Space Protection Orders contained in this report and drafted in **Appendix 3**, those being:
 - a) PSPO for Gloucester City relating to dog and alcohol nuisance provisions
 - b) PSPO to supersede the Gating Order for Organs Alley
 - c) PSPO to implement an Alcohol Free Zone for Gloucester City centre taking in to account the views of Overview and Scrutiny and Council.
- (4) The PSPO creating an alcohol free zone for the City Centre/BID area is implemented at a future date, following further consultation with partner agencies.

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- (5) Further consultation be undertaken in Barton and Tredworth to explore the appropriateness of implementing PSPO(s) there, following requests from residents, partner agencies and ward councillors.
- (6) Gating Orders that are currently in place are scheduled for individual reviews, with all being completed by the end of 2019.
- (7) A review and update of the Safe & Attractive Streets Policy and PSPO guidance takes place.
- (8) A Memorandum of Understanding is drawn up for both the night time and day time economies, between partner agencies who work within the City Centre and a “DaySafe” type meeting, to mirror NightSafe, is established.

19. GLOUCESTERSHIRE 2050 VISION CONSULTATION

- 19.1 The Leader of the Council, Councillor James, outlined the proposal to submit a contribution to the Gloucestershire Vision 2050 consultation and welcomed that a consultation was underway. He stated he was ambitious for the City and the Council should be similarly be ambitious for the County.
- 19.2 Councillor James expressed the need for cross-party support and noted that the project had, at its centre, the need to improve the quality of people’s lives. He stated that the ambition to be the City of Culture in 2025 would feed into Gloucester’s contribution to the project.
- 19.3 Councillor Hilton thanked the Managing Director for his work with the political groups and achieving political consensus. He shared his view that the idea of a ‘super city’ was not a good one and that an evolutionary process would be preferable. Councillor Hilton further stated that an airport in the Cotswold could damage Staverton and that there was a need to do more with regards to Gloucestershire’s cultural offer.
- 19.4 Councillor Pullen thanked the Managing Director for meeting with the political Groups. He stated that much of the document captured what the Labour Group had in mind and expressed doubt with regard to how the proposed projects related to the ambitions. He further stated that it would be positive to improve economic links between Cheltenham and Gloucester and that a ‘super city’ may hinder this endeavour.
- 19.5 Councillor Stephens commented that good local government was needed to deliver a vision for 2050. He further stated that the future of the County was in its youth and that, as part of the process, there should be a standing panel of young people.
- 19.6 Councillor Coole noted that one of the drivers of the project was the need to appeal to Gloucestershire’s young people and further noted that there were no young people on the consultation panel. Councillor Coole also

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commented that any proposed projects needed to benefit people in all areas of the County.

- 19.7 Councillor Melvin stated that should support a tram service between Gloucester and Cheltenham and shared her view that a new airport in Gloucestershire would be detrimental to the environment.
- 19.8 Councillor Gravells stated that health inequalities were stark and that a submission could be more robust on health matters.
- 19.9 Councillor James stated that he was grateful for the broad consensus. He shared the view that having a panel of young people would be a positive step. Given there would be authority to amend the submission, Councillor James advised that matters on health inequality could form part of the submission.

19.20 **RESOLVED that:-**

- (1) The Vision 2050 consultation be **welcomed**;
- (2) Council **resolves** to submit a response to the consultation on behalf of the Council. A draft response submission is attached at appendix B;
- (3) Authority be **delegated** to the Leader, in consultation with the other political Group leaders, to agree the final wording of any response submission and to submit any response by the end of July.

20. NOTICES OF MOTION

Notice of motion from the Labour Group.

- 20.1 Proposed by Councillor Haigh and seconded by Councillor Hansdot.

“This Council notes:

The extraordinary contribution that the Windrush generation have made to our country and the appalling treatment they have received from the British Government.

That British citizens, who arrived here as children, have been denied healthcare and passports, threatened with deportation and in some cases, detained in immigration centres, such as Yarl’s Wood, for not having the correct documentation.

That residents and Citizens of Gloucester are amongst those who have been denied their rights. They have lost jobs, been refused passports and had their access to healthcare and benefits question despite paying into the tax and National Insurance system for decades.

Council further notes the events organised by the community to mark the 70th anniversary of the Windrush arriving in the UK.

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This Council therefore resolves to:

Celebrate the contribution of the Windrush Generation by adding to our traditional Jamaican Independence Day celebrations on 5th August in the following ways:

- a. Fly the Jamaican Flag at North Warehouse
- b. For the Mayor and Sheriff to invite members of the Windrush generation in Gloucester to visit North Warehouse and to express the City's appreciation for the contribution then have made to the life and prosperity of the City and to invite Councillors to come and meet with them.

This Council further resolves

- a. To support the events organised by the community during the anniversary year.
- b. To fly the Jamaican flag on Windrush Day 22 June 2019 and every anniversary of that day.
- c. to write to the Home Secretary to ask that he ensure that Government act swiftly as promised to ensure that Windrush victims are granted their rights swiftly and fully compensated for any financial hardship that they may have suffered."

20.2 Councillor Watkins, seconded by Councillor James proposed the following amendment:

"This Council notes:

The extraordinary contribution that the Windrush generation have made to our country and ~~the appalling treatment they have received from the British Government~~ **acknowledges the fact that the State has let some of these people down.**

That **some** British citizens, who arrived here as children, have been denied healthcare and passports, threatened with deportation and in some cases, detained in immigration centres, such as Yarl's Wood, for not having the correct documentation.

That **some** residents and Citizens of Gloucester are amongst those who have been denied their rights. ~~They have lost jobs, been refused passports and had their access to healthcare and benefits question despite paying into the tax and National Insurance system for decades.~~

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Celebrate the contribution of the Windrush Generation by adding to our traditional Jamaican Independence Day celebrations on 5th August in the following ways:

- a. Fly the Jamaican Flag at North Warehouse
- b. For the Mayor and Sheriff to invite members of the Windrush generation in Gloucester to visit North Warehouse and to express the City's appreciation for the contribution then have made to the life and prosperity of the City and to invite Councillors to come and meet with them.

This Council further resolves

- a. To support the events organised by the community during the anniversary year.
- b. To fly the Jamaican flag on Windrush Day 22 June 2019 and every anniversary of that day.
- c. to write to the ~~Home Secretary~~ **Richard Graham MP on behalf of those constituents affected** to ask that he ensure that Government act swiftly as promised to ensure that Windrush victims are granted their rights swiftly and fully compensated for any financial hardship that they may have suffered."

20.3 The mover and seconder of the amendment indicated their acceptance of the amendment which became the substantive motion and was carried.

20.4 **RESOLVED that:**

"This Council notes:

The extraordinary contribution that the Windrush generation have made to our country and acknowledges the fact that the State has let some of these people down.

That some British citizens, who arrived here as children, have been denied healthcare and passports, threatened with deportation and in some cases, detained in immigration centres, such as Yarl's Wood, for not having the correct documentation.

That some residents and Citizens of Gloucester are amongst those who have been denied their rights.

Council further notes the events organised by the community to mark the 70th anniversary of the Windrush arriving in the UK.

This Council therefore resolves to:

Celebrate the contribution of the Windrush Generation by adding to our traditional Jamaican Independence Day celebrations on 5th August in the following ways:

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- a. Fly the Jamaican Flag at North Warehouse
- b. For the Mayor and Sheriff to invite members of the Windrush generation in Gloucester to visit North Warehouse and to express the City's appreciation for the contribution then have made to the life and prosperity of the City and to invite Councillors to come and meet with them.

This Council further resolves

- a. To support the events organised by the community during the anniversary year.
- b. To fly the Jamaican flag on Windrush Day 22 June 2019 and every anniversary of that day.
- c. to write to Richard Graham MP on behalf of those constituents who have been affected to ask that he ensure that Government act swiftly as promised to ensure that Windrush victims are granted their rights swiftly and fully compensated for any financial hardship that they may have suffered."

Notice of motion from the Liberal Democrat Group.

20.5 Proposed by Councillor Hilton and seconded by Councillor Wilson that:

"This council records its dissatisfaction with the household waste collection services operated by the council's contractor Amey PLC.

This council notes that 2,000 tonnes of recyclable waste is unaccounted for with a market value of £246,000 and that there are stories of recyclable household waste being inappropriately sent to landfill.

This council also raises concerns about the quality of the client side management of the streetcare contract overseen by the cabinet.

This council, therefore, calls upon the cabinet member for the environment to up his game and increase the frequency of meetings he holds with Amey PLC from current quarterly meetings to monthly meetings until the matter of poor performance by Amey PLC is resolved."

20.6 Councillor Cook, seconded by Councillor James proposed the following amendment:

"This council records its dissatisfaction with the household waste collection services operated by the council's contractor Amey PLC.

~~This council notes that 2,000 tonnes of recyclable waste is unaccounted for with a market value of £246,000 and that there are stories of recyclable household waste being inappropriately sent to landfill~~ an account has been given to explain a significant proportion of the identified discrepancy of 2000 tonnes of recyclable household waste but there is a considerable gap

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between Amey's offer and the Council's expectation of appropriate compensation.

~~This council also raises concerns about the quality of the client side management of the streetcare contract overseen by the cabinet.~~ This council also thanks officers who identified the discrepancy in the figures supplied by Amey and are working hard to resolve the situation.

~~This council therefore, calls upon the cabinet member for the environment to up his game and increase the frequency of meetings he holds with Amey PLC from current quarterly meetings to monthly meetings until the matter of poor performance by Amey PLC is resolved.~~ notes that the cabinet member for the environment and officers are meeting representatives of Amey on a frequent basis and will continue to do so until this matter is resolved.

20.7 The mover and seconder of the motion indicated their acceptance of the amendment which became the substantive motion and was carried.

20.8 **RESOLVED that:**

"This council records its dissatisfaction with the household waste collection services operated by the council's contractor Amey PLC.

This council notes that an account has been given to explain a significant proportion of the identified discrepancy of 2000 tonnes of recyclable household waste but there is a considerable gap between Amey's offer and the Council's expectation of appropriate compensation.

This council also thanks officers who identified the discrepancy in the figures supplied by Amey and are working hard to resolve the situation.

This council notes that the cabinet member for the environment and officers are meeting representatives of Amey on a frequent basis and will continue to do so until this matter is resolved."

Notice of Motion from the Labour Group

20.9 Proposed by Councillor Coole and seconded by Councillor Haigh that:

"Council notes the recent decision to close the City Council's reception on the last Wednesday of each month for staff training, in addition to the existing closure between 3-5pm each day.

Council also supports staff training as valuable way of meeting the needs of residents and officer development.

The limited hours that Council is open to the public means that many residents have to take time off work or make a special trip to resolve issues face to face. Residents, many of them, in urgent need of Council services, expect the Council to be open on normal working days in order that they can access services, make payments and seek advice.

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During the recent closures, hundreds of people turned up expecting the Council to be open, many of whom did not have the means to use the phone line provided, or the internet.

Council resolves to cease the full-day closure of reception on the last Wednesday of each month, and establish an alternative means of staff training, that allows face-to-face Council services to be accessible to all residents in business hours.

Council resolves that during any future closure, a skeleton staff should operate at reception, and that a more effective communication strategy is put in place to target those most likely to visit the City Council's reception."

20.10 The motion was put to the vote and was lost.

Notice of motion from the Liberal Democrat Group.

20.11 Proposed by Councillor Wilson and seconded by Councillor Hilton that:

"This council notes that, according to the Government's own figures, under all Brexit scenarios the UK will be considerably worse off, not only in terms of international reputation but also the negative social, environmental and economic impact it will have on the people of Gloucester.

This council agrees that there should be a 'people's vote' on the final Brexit deal, which should include an option for the United Kingdom to remain a full member of the European Union."

20.12 The motion was put to the vote and was lost.

Notion of Motion from the Labour Group

20.13 Proposed by Councillor Pullen and seconded by Councillor Stephens that:

"Council notes the statement made by Councillor Richard Cook – Cabinet member for the Environment to Overview and Scrutiny Committee on Monday 4th June 2018 where he reported:

- Amey were unable to account for 2,000 tonnes of recyclable material and this had resulted in a loss of £246,500 in expected income.
- Amey had sold recyclable materials at below market rates at a cost to the Council of £50,000 in lost income.

Council further notes that Councillor Cook is on record as describing Amey as being "horrible" to work with and that the contract was "one of the worst he has ever seen".

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Recent allegations from two distinct ‘whistle-blowers’ have claimed that operatives were instructed by Amey management to cut up and dispose of recyclable material via landfill. If true, this is a clear breach of the contract.

The Amey contract has seen a litany of failures in service delivery since its inception. This includes missed collections, failures in the grass cutting programme, lack of contingency planning for adverse weather, failures in weed spraying programme and street cleaning standards and improper handling of fly-tipped waste.

Council resolves:

1. That urgent action is taken by the Council to investigate whether the recent allegations concerning the disposal of recyclable waste in landfill, or the returns submitted to the Council in respect of that waste, amount to fraud and whether a referral to the police is appropriate.
2. That the Council’s legal representatives are instructed to advise whether sufficient grounds exist for Amey to be issued with notice to terminate the contract.
3. That the Cabinet bring forward alternative arrangements for the delivery of the contract. The preference is to bring the contract back ‘in-house’ to be delivered directly by Council employed staff.
4. If this is not feasible; to break the contract into smaller parts to enable local businesses to tender for the work in ways which comply with the Council’s procurement obligations.
5. That consideration also be given as to whether it would be possible to join the Ubico trading company that was established by neighbouring authorities.”

20.14 Councillor Cook, seconded by Councillor James proposed the following amendment:

“Council notes the statement made by Councillor Richard Cook – Cabinet member for the Environment to Overview and Scrutiny Committee on Monday 4th June 2018 where he reported:

- Amey were unable to account for 2,000 tonnes of recyclable material and this had resulted in a loss of £246,500 in expected income.
- Amey had sold recyclable materials at below market rates at a cost to the Council of £50,000 in lost income.

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Council further notes that Councillor Cook is on record as describing Amey as being “horrible” to work with and that the contract was “one of the worst he has ever seen”.

Recent allegations from two distinct ‘whistle-blowers’ have claimed that operatives were instructed by Amey management to cut up and dispose of recyclable material via landfill. If true, this is a clear breach of the contract.

The Amey contract has seen a litany of failures in service delivery since its inception. This includes missed collections, failures in the grass cutting programme, lack of contingency planning for adverse weather, failures in weed spraying programme and street cleaning standards and improper handling of fly-tipped waste.

Council resolves **notes that**:

1. ~~That~~ **Urgent action is has been** taken by the Council to investigate whether the recent allegations concerning the disposal of recyclable waste in landfill, or the returns submitted to the Council in respect of that waste, amount to fraud and whether a referral to the police is appropriate **to establish why there is a discrepancy in the figures supplied by Amey in relation to volumes of recyclable waste and to recover the shortfall in income to the Council as a result of it.**
2. ~~That~~ **The Council’s legal representatives are have been** instructed to advise whether sufficient grounds exist for Amey to be issued with notice to terminate the contract.
3. ~~That~~ **The Cabinet will** bring forward alternative arrangements for the delivery of the contract, **including providing services in-house, breaking the contract into smaller elements and.** ~~The preference is to bring the contract back ‘in-house’ to be delivered directly by Council employed staff.~~
4. ~~If this is not feasible; to break the contract into smaller parts to enable local businesses to tender for the work in ways which comply with the Council’s procurement obligations.~~

~~That consideration also be given as to whether it would be possible to joining the Ubico trading company that was established by neighbouring authorities.”~~

20.15 The mover and seconder of the motion indicated their acceptance of the amendment which became the substantive motion and was carried.

20.16 **RESOLVED that:-**

“Council notes the statement made by Councillor Richard Cook – Cabinet member for the Environment to Overview and Scrutiny Committee on Monday 4th June 2018 where he reported:

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- Amey were unable to account for 2,000 tonnes of recyclable material and this had resulted in a loss of £246,500 in expected income.
- Amey had sold recyclable materials at below market rates at a cost to the Council of £50,000 in lost income.

Council further notes that Councillor Cook is on record as describing Amey as being “horrible” to work with and that the contract was “one of the worst he has ever seen”.

Recent allegations from two distinct ‘whistle-blowers’ have claimed that operatives were instructed by Amey management to cut up and dispose of recyclable material via landfill. If true, this is a clear breach of the contract.

The Amey contract has seen a litany of failures in service delivery since its inception. This includes missed collections, failures in the grass cutting programme, lack of contingency planning for adverse weather, failures in weed spraying programme and street cleaning standards and improper handling of fly-tipped waste.

Council notes that:

1. Urgent action has been taken by the Council to establish why there is a discrepancy in the figures supplied by Amey in relation to volumes of recyclable waste and to recover the shortfall in income to the Council as a result of it.
2. The Council’s legal representatives have been instructed to advise whether sufficient grounds exist for Amey to be issued with notice to terminate the contract.

The Cabinet will bring forward alternative arrangements for the delivery of the contract, including providing services in-house, breaking the contract into smaller elements and joining the Ubico trading company that was established by neighbouring authorities.”

21. WRITTEN QUESTIONS TO CABINET MEMBERS

- 21.1 Councillor Wilson asked, by way of a supplement to his written question, Councillor James if the Council would contact the Local Government Association in relation to any contingency plans in the event of no agreement being reached with the European Union at the point of withdrawal.
- 21.2 Councillor James advised that the Council would continue to work through the proper channels including the Local Government Association.

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**Time of commencement: 6.30 pm hours
Time of conclusion: 9.55 pm hours**

Chair

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Gloucester City Council

Meeting:	Audit and Governance Committee	Date:	12 March 2018
	Council		27 September 2018
Subject:	Audit and Governance Committee Annual Report 2017/18		
Report Of:	Chair of the Audit and Governance Committee		
Wards Affected:	Not applicable		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Theresa Mortimer, Head of Audit Risk Assurance		
	Email:	Theresa.Mortimer@gloucester.gov.uk	Tel: 39-6338
Appendices:	A: Audit and Governance Committee Annual Report 2017/18		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 The Annual Report summarises the activities of the Audit and Governance Committee during 2017/18 and sets out its plans for the next twelve months.
- 1.2 This report provides the Council with an independent assurance that the Council has in place adequate and effective governance, risk management and internal control frameworks; internal and external audit functions and financial reporting arrangements that can be relied upon and which contribute to the high corporate governance standards that this Council expects and maintains.

2.0 Recommendations

- 2.1 Audit and Governance Committee is asked to:
- (a) **RESOLVE** to agree the Audit and Governance Committee Annual Report 2017/18; and
- (b) **RECOMMEND** to Council the Annual report is approved.
- 2.2 Council is asked to **RESOLVE** that the report be approved.

3.0 Background and Key Issues

- 3.1 Gloucester City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is responsible for putting in place the proper arrangements for the governance of its affairs.

- 3.2 A sound corporate governance framework involves accountability to service users, stakeholders and the wider community, within which the Council takes decisions and leads and controls its functions to achieve stated objectives and priorities. It thereby provides an opportunity to demonstrate the positive elements of the Council's business and to promote public confidence.
- 3.3 Audit Committees are widely recognised as a core component of effective governance. Their key role is independently overseeing and assessing the internal control environment, comprising governance, risk management and control and advising the Council on the adequacy and effectiveness of these arrangements.
- 3.4 In response to the above, the Audit and Governance Committee was established in line with guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). This guidance recommends that audit committees should prepare an annual report to the full Council, which sets out the Committee's work on how they have discharged their responsibilities.
- 3.5 The Annual Report attached at **Appendix A** details the work and achievements of the Audit and Governance Committee during 2017/18 and sets out its plans for the next twelve months.

4.0 Asset Based Community Development (ABCD) Considerations

- 4.1 There are no ABCD implications as a result of the recommendation made in this report.

5.0 Alternative Options Considered

- 5.1 Consideration has been given to not producing an Annual Report, however this has been discounted because recommended practice from both the public and private sectors indicates that an audit committee should report directly to the governing body of the organisation. In the case of a local authority, this is the full Council.

6.0 Reasons for Recommendations

- 6.1 The Audit and Governance Committee's terms of reference includes the accountability arrangement *'to providing an annual report to Council that its systems of governance are operating effectively, which includes the Committees performance in relation to the terms of reference'*. The Audit and Governance Committee's Annual Report meets this requirement and assists in Audit and Governance Committee independence from the executive and scrutiny functions, and in addition provides status and clarity to the Committee's role.

7.0 Future Work and Conclusions

- 7.1 In accordance with best practice, the Audit and Governance Committee will continue to present an Annual Report to the full Council.

8.0 Financial Implications

- 8.1 There are no direct financial costs arising out of this report.

(Financial Services have been consulted in the preparation this report).

9.0 Legal Implications

9.1 Nothing specific arising from the report recommendations.

(One Legal have been consulted in the preparation this report).

10.0 Risk and Opportunity Management Implications

10.1 Audit committees are a key component of an authority's governance framework. The Audit and Governance Committee's Annual Report is part of the overall internal control arrangements and risk management process. By examining and evaluating objectively the adequacy of the control environment through the reports it receives the Committee can, in turn, provide assurances to Council on its governance, risk management and internal control frameworks; internal and external audit functions and financial reporting arrangements that inform the Annual Governance Statement.

11.0 People Impact Assessment (PIA):

11.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

12.1 There are no 'Community Safety' implications arising out of the recommendations in this report.

Sustainability

12.2 There are no 'Sustainability' implications arising out of the recommendations in this report.

Staffing & Trade Union

12.3 There are no 'Staffing and Trade Union' implications arising out of the recommendations in this report.

Background Documents: [Audit and Governance Committee meeting minutes 2017/2018](#)

[Constitution: Audit and Governance Committee Terms of Reference](#)

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Audit and Governance Committee Annual Report

2017-2018



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Statement from the Chairman of the Audit and Governance Committee

Effective corporate governance is a fundamental feature of any successful public sector organisation. The trend for strengthening governance arrangements has resulted in the joint Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authorities Chief Executives (SOLACE) good practice publication / guidance '*Delivering Good Governance in Local Government – 2016 Edition*'.

Being well managed and well governed are important attributes in helping the Council to improve performance and to reduce the risk of failing to achieve our objectives and providing good services to our community.

Audit Committees are widely recognised as a core component of effective governance, their key role is to independently oversee and assess the internal control environment, comprising governance, risk management and control and advise the Council on the adequacy and effectiveness of these arrangements.

In response to the above, the Council established an Audit and Governance Committee in line with CIPFA's guidance '*Audit Committees – Practical Guidance for Local Authorities and Police - 2013 Edition*'. The Committee's priorities are to maintain and improve our governance procedures and we are a major source of providing assurance on the Council's arrangements for managing risk, maintaining an effective control environment and reporting on internal and external audit functions and financial and non-financial performance. As Chairman, I also consider training a key priority for members in order for us to undertake our roles effectively.

The Committee undertakes a substantial range of activities and works closely with the Monitoring Officer, Chief Financial Officer (Section 151 Officer) and both internal and external auditors, in achieving our aims and objectives. We have developed and implemented a work plan for the year to enable key tasks to be considered, undertaken and delivered and to summarise, through our work plan we have:

- provided independent assurance on the adequacy of the governance, risk management framework and associated control environment;
- provided independent scrutiny of the Council's financial and non financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and
- overseen the statutory financial reporting process.

In conclusion, the Committee has continued to make a positive contribution to the Council's overall governance and control arrangements, including risk management and is satisfied that the Council has maintained an adequate and effective internal control framework through the period covered by this report.

Councillor Andrew Gravells
Chairman of the Audit and Governance Committee

Background

Gloucester City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is responsible for putting in place the proper arrangements for the governance of its affairs.

A sound corporate governance framework involves accountability to service users, stakeholders and the wider community, within which the Council takes decisions and leads and controls its functions to achieve stated objectives and priorities. It thereby provides an opportunity to demonstrate the positive elements of the Council's business and to promote public confidence. Audit Committees are widely recognised as a core component of effective governance.

The Audit and Governance Committee is responsible for overseeing the Council's corporate governance, audit and risk management arrangements. The Committee is also responsible for approving the Statement of Accounts and the Annual Governance Statement. The Committee's specific powers and duties are set out in Council's Constitution.

The Chartered Institute of Public Finance and Accountancy (CIPFA) issued guidance to local authorities to help ensure that Audit Committees are operating effectively¹. The guidance recommends that audit committees should report annually on how they have discharged their responsibilities. The key benefits to the Council of operating an effective Audit and Governance Committee are:

- Maintaining public confidence in the objectivity and fairness of financial and other reporting;
- Reinforcing the importance and independence of internal and external audit and any other similar review process;
- Providing a focus on financial reporting both during the year and at year end, leading to increased confidence in the objectivity and fairness of the financial governance arrangements operating within the Council;
- Assisting the co-ordination of sources of assurance and, in so doing, making management more accountable;
- Providing additional assurance through a process of independent and objective review, via the Internal Audit function;
- Raising awareness within the Council of the need for governance, including ethical governance, internal control and the implementation of audit recommendations; and
- Providing assurance on the adequacy of the Council's risk management arrangements, including the risk of fraud and irregularity.

¹ CIPFA – Practical Guidance for Local Authorities and Police, 2013

Membership and Meetings

The Committee has enjoyed the benefit of a reasonably settled membership over the last two years. This has helped to build and retain the expertise within the Committee, which has led to the Committee being able to demonstrate that they are operating within a best practice framework.

There are eight Members of the Audit and Governance Committee namely:

- Councillor Andrew Gravells (Chair)
- Councillor Dawn Melvin (Vice-Chair)
- Councillor Kevin Stephens
- Councillor Steve Morgan
- Councillor Declan Wilson
- Councillor Hannah Norman
- Councillor Deborah Smith
- Councillor David Norman MBE (ex-Officio)

During the 2017/18 Civic Year, the Audit and Governance Committee has met on five occasions, in accordance with its Programme of Work:

- 19th June 2017
- 18th September 2017
- 20th November 2017
- 22nd January 2018
- 12th March 2018

The Committee is also supported by Council Officers, principally the Monitoring Officer, Chief Financial Officer (S151 Officer), Head of Audit Risk Assurance (Chief Internal Auditor) and the Council's External Auditors (KPMG).

Work Programme

During this period, the Committee has assessed the adequacy and effectiveness of the Council's risk management arrangements, control environment and associated counter fraud arrangements through regular reports from officers, the internal auditors (Audit Risk Assurance) and the external auditors (KPMG).

The Committee has sought assurance that action has been taken, or is otherwise planned by management to address any risk related issues that have been identified by the Committee themselves and the auditors during this period. The Committee has also sought to ensure that effective relationships continue to be maintained between the internal and external auditors and between the auditors and management. The specific work undertaken by the Committee during 2017/2018 is set out below.

Internal Audit Activity

With effect from May 2016, the Internal Audit service is provided by Audit Risk Assurance under a shared service agreement. The Committee has continued to monitor the work of Internal Audit and has:

- considered the effectiveness of the Audit Risk Assurance Shared Service;
- contributed towards, received and approved the Internal Audit Plan for 2017/18, specifically requesting an audit of the Streetcare contract management arrangements. The plan ensures that internal audit resources are prioritised towards those systems, processes and areas which are considered to be deemed high risk, or which contribute most to the achievement of the Council's corporate objectives;
- monitored the delivery of the annual Internal Audit Plan through regular update reports presented by the Head of Audit Risk Assurance;
- received, considered and monitored the results of internal audits performed and high risk activity identified, in respect of specific areas i.e. Marketing Gloucester Ltd, Officers Code of Conduct, Project Solace and the Streetcare contract and monitored the progress made by management, during the period, to address identified control weaknesses;
- considered the Council's overall counter fraud arrangements and response in the light of national guidance Fighting Fraud and Corruption Locally – The Local Government Counter Fraud and Corruption Strategy 2016 – 2019 which is supported by CIPFA Counter Fraud Centre;
- received updates on the outcomes of special investigations undertaken by Internal Audit, along with progress made in the investigation of queries arising as a result of the National Fraud Initiative (NFI) data matching exercise; and
- considered the Internal Audit Annual Report of the Head of Audit Risk Assurance, which provided a satisfactory opinion on the effectiveness of the Council's internal control environment and summarised the internal audit activity upon which that opinion was based. The Committee can therefore take reasonable assurance that there is a generally sound system of internal control in place at the Council.

Activity relating to Treasury Management

During the year, the Audit and Governance Committee:

- approved the half yearly Treasury Management activity reports and received, considered and recommended to full Council for approval the Treasury Management Strategy, the Annual Investment Strategy and Minimum Revenue Provision Policy Statement 2017/18. These reports set the Council's prudential indicators for 2017/18 – 2019/20 and the treasury strategy for these periods. This is a key area for the Committee to monitor and they continue to consider and recommend to full Council for approval amendments to the investment strategy in response to constantly changing market conditions.

External Audit Activity

The External Audit service is provided by KPMG. The Committee has monitored the work of the Council's external auditors and has:

- considered and approved the External Audit Plan 2016/17 which sets out external audit's work to be undertaken on the accounting statements and to provide a value for money opinion. It reported on risks they have identified which would receive attention during the audit, the results of interim work, which did not reveal any material weaknesses, and the dates for the completion of the audit;
- considered the External Audit Report 2016/2017 i.e. 'Report to those charged with Governance' in accordance with the requirements of International Standard on Auditing 260 (ISA) which summarises the key findings arising from their audit work in relation to the Council's financial statements and work to support the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources (Value for Money (VFM) conclusion). The audit concluded with an unqualified opinion on the financial statements and VFM conclusion;
- considered and approved the Statement of Accounts for 2016/17 of the Council and received KPMG's audit opinion. The S151 Officer together with the Chairman of the Committee signed a letter of representation on behalf of the Committee and Council to KPMG, to enable the 'unqualified' opinion to be issued;
- considered and accepted the Annual Audit Letter 2016/17. This letter summarises the outcome from audit work at the Council during this period;
- received and considered the Annual Report on grant claims and returns 2016/17. This report summarises the results of the work undertaken on the Council's 2016/2017 grant claims and returns; and
- received and considered regular external audit progress reports.

Risk Management Activity

During the year the Committee has:

- received regular risk management update reports (including the review of the strategic risk register), and being presented with the actions taken by the Council to identify and address strategic risks.

Corporate Governance

In relation to corporate governance the Committee:

- considered and approved the Council's 2016/2017 Annual Governance Statement and Local Code of Corporate Governance. The Committee also reviewed the progress made by management to address the significant issues identified in the 2016/17 Annual Governance Statement Improvement Plan;
- Considered the report of the Head of Policy and Resources concerning the annual review of the Council's Regulation of Investigatory Powers Act (2000) (RIPA) Procedural Guide; and

- considered the standards issues during 2017/2018 relating to the Members Code of Conduct, Local Government Ombudsman decisions and the complaints procedures.

Other

In addition, the Committee considered:

- an update following the decision of the Information Commissioner's Office to issue the City Council with a Monetary Penalty Notice;
- the report of the Cabinet Member for Performance and Resources outlining the additional Discretionary Rate Relief Scheme;
- the report by the Head of Policy and Resources on the City Council's preparedness for the Introduction of Universal Credit;
- the verbal update by the Head of Policy and Resources on the governance arrangements on the property investment strategy; and
- the update provided on the review on the accuracy rate of Housing Benefit and Council Tax Support assessments and the impact upon customers.

Training

The following training was made available to Members of the Audit and Governance Committee in 2017/18 to support the Committee in discharging its responsibilities:

- Chair and Vice Chair attendance at a TIAA (The Internal Audit Association) client event named 'Audit Committee Chairs Conference' covering Cyber Security, Whistleblowing, Effective Governance and Risk Management, on 8th February 2018;
- Code of Conduct refresher training for all Councillors scheduled for 29th March 2018, which will be of relevance in respect of the Committee's role in relation to ethics and behaviours; and
- 121 Officer briefings to Chair and Vice Chair of the Audit and Governance Committee as required throughout 2017/2018.

Future Work

During 2018/19, the Audit and Governance Committee will continue with the existing aim of being an important source of assurance about the organisation's arrangements for managing risk, maintaining an effective control environment, and reporting on financial and other performance.

In particular, they will continue to support the work of Internal and External Audit and ensure appropriate responses are given to their recommendations and continue to monitor any actions arising from the Annual Governance Statement action plan 2017/2018, to ensure the Council's governance arrangements are effective.

In addition, with risk management being a key contributor to good governance the Committee will be seeking independent assurance from internal audit that risk management continues to be embedded within the Council's key business processes.

Conclusion

The Audit and Governance Committee has had a successful year in providing the Council with assurances on the strength of its governance and stewardship arrangements and in challenging those arrangements.

The Committee's work programme is a dynamic programme and will continue to be reviewed to ensure the Committee maximises its contribution to the governance and control framework at the same time managing agendas to ensure that all meetings are focused on the key issues.

Details of all reports as noted within this report can be found at <http://democracy.gloucester.gov.uk/ieListMeetings.aspx?CId=487&Year=0>.

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Paragraph 12.02 of Part 4 of the Rules of Procedure contained within the City Council's Constitution provides that a Member of the Council may submit a written question to any Cabinet Member.

This document informs Members of Council of written questions put to Cabinet Members and written replies thereto.

Council is recommended to RESOLVE to note the written questions submitted and corresponding responses.

No.	Question from/to	Question
1.	From Councillor Haigh to the Cabinet Member for Environment	Can the Cabinet Member state the policy on reporting drug and psychoactive paraphernalia (needles, NO ₂ canisters, and balloons etc) picked up as 'litter' as evidence of the prevalence of the use of psychoactive substances in the City?
	Response:	
	The Council does not have a policy or procedure on reporting evidence of drug and psychoactive paraphernalia. There is an operational procedure which obliges our waste and street scene contractor to respond within 4 hours to a report of syringes found in a public place. The Council's customer service records show that 9 reports were referred in the past month. NO ₂ canisters, balloons etc are simply collected and dealt with as litter and there is no reporting arrangement in place.	
2.	From Councillor Hilton to the Leader of the Council	Can you tell me whether you or any member of your cabinet have met Redrow Homes or their agents since 5th of August 2016 to date, to discuss planning applications 16/00968/FUL or 18/00306/FUL related to the building of between 89 to 100 dwellings on the former Civil Service Club Sports Ground? If so, when did you meet Redrow Homes or their agents, who was with you and what did you specifically discuss?
	Response:	
	The Cabinet Member for Housing Strategy and Planning (Cllr Organ) and I met representatives of Redrow at their request on 14th February to brief us on their latest application for the former Civil Service Ground. In addition, I met with them on my own on 5 th August 2016 to be briefed on their earlier application. It is not unusual for developers to brief the Leader and relevant Cabinet Members on their plans in the same way that they often brief ward members.	
3.	From Councillor Hilton to the Cabinet Member for Planning and Housing Strategy	Can you tell me whether you have met Redrow Homes or their agents since 5th of August 2016 to date, to discuss planning applications 16/00968/FUL or 18/00306/FUL related the building of between 89 to 100 dwellings on the

		<p>former Civil Service Club Sports Ground?</p> <p>If so, when did you meet Redrow Homes or their agents, who was with you and what did you specifically discuss?</p>
	<p>Response:</p> <p>The Leader and I met representatives of Redrow at their request on 14th February to brief us on their latest application for the former Civil Service Ground. It is not unusual for developers to brief the Leader and relevant Cabinet Members on their plans in the same way that they often brief ward members.</p>	
4.	<p>From Councillor Hilton to the Cabinet Member for Environment</p>	<p>This question is related to planning applications 16/00968/FUL and 18/00306/FUL.</p> <p>Can you tell me whether you have had discussions with other cabinet members, officers of this council or Redrow Homes in regard to a Section 106 contribution towards sport provision, most likely at Blackbridge but possibly elsewhere in Gloucester that might result from the granting of planning permission for up to 100 dwellings on the former Civil Service Club Sports Ground?</p>
	<p>Response:</p> <p>I have occasionally been briefed by officers, especially in advance of Full Council, in case a question was asked of me. I have had no discussions with any Members of Cabinet.</p>	
5.	<p>From Councillor Hilton to the Cabinet Member for Performance and Resources</p>	<p>As Cabinet Member you made a decision to close the council's public advice reception at Herbert Warehouse and also the help line on the last Wednesday of every month, to enable, as you said, staff training.</p> <p>The public advice reception has been closed on the following dates: 30th May 2018, 27th June 2018, 26th July 2018 and 30th August 2018.</p> <p>For each date please answer separately the following questions.</p> <ol style="list-style-type: none"> 1. How many staff were trained on this day? 2. How many staff who were eligible for training, but did not attend due to illness, annual leave or were working normally? 3. What time did the training start and what time did it end? 4. What specific training did staff receive? 5. Who was the trainer? 6. How much did the training cost?
	<p>Response:</p> <p>The monthly office closures between May and August has allowed the Housing and Customer Services teams to engage in a diverse training programme to improve their operational effectiveness in dealing with customer requests as shown in the attached table.</p>	

Over the course of the four one day training session a total 112 staff participated in the training, which equates to 80% of staff eligible for training.

This dedicated training time enabled teams to receive technical training on changes to processes and practice following new legislation (homelessness) and key processes (Council Tax; Elections, Canvassing). It also enabled all staff to engage training to improve personal resilience and providing effective customer service.

Training delivery was through a mix of providers, drawing on internal resources (including the County Council) where appropriate, but investing in external expertise where required.

Reported impact includes:

for the Housing Team:

- More proficient officers delivering the frontline housing service within the constraints of differing new legislation in the housing service which has resulted in reducing the appointment waiting time from 2 months to one week.
- Staff are better equipped to respond to vulnerable households presenting with domestic abuse concerns.
- More competent decision making recognising prescribed requirements in the making of homeless decisions avoiding our exposure to costly legal challenge.
- More confidence and improved morale within the workforce as a consequence of their improved knowledge of legislation concerning their area of work and improved resilience skills for working on the front line
- The service have trained all Housing Officers on the new Homelessness Reduction Act and the new Homelessness system both have meant learning one of the biggest changes to homelessness legislation in over a decade. This has been a steep learning curve for everyone but these days have meant we are in a better place than many of our county colleagues and we are operating almost fully paperless.

for the Customer Services team:

- Staff have better understanding of how to use current systems (ie Uniform) and are able to input data and use the system better and more consistently
- Staff are able to use a wider range of systems and platforms, leading to a better customer service experience and greater resilience
- The organisational commitment to dedicated and high quality training has led to improvements in staff morale and feeling valued.

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	May		June		July	
	Housing	Customer Services	Housing	Customer Services	Housing	Customer Services
1. How many staff were trained on this day?	19 - Housing Officers dealing with Homelessness and Allocations	10	18 - Housing Officers dealing with Homelessness and Allocations	8	18 - Housing Officers dealing with Homelessness and Allocations	11
2. How many staff who were eligible for training, but did not attend due to illness, annual leave or were working normally?	1	5	2	7	2	4
3. What time did the training start and what time did it end?	09:30 - 12:30	09:00 - 16:00	09:15 - 17:00	09:00 - 16:00	9:00-16:45	09:00-17:00
4. What specific training did staff receive?	Resilience Training - AM GDPR Compliance PM	1. All in it together training 2. Safeguarding Part 1	Housing Officers had Homelessness Reduction Act and Locata HPA 2 systems training - first opportunity to link the new legislation to specific parts of the system. Day used to map agreed processes. Advisors went on section 21 training in Stroud - advice on what type of notices are valid etc - was required to upskill them to undertake triage functions	1. Change in process (update/training) 2. Safeguarding Part 2 3. Foodbank Training	Housing Officers - Homelessness Decision Making Advisors - Triage Training - determining homelessness, questioning techniques, dealing with difficult customers	1. Corporate briefing. 2. Resilience Workshop 3. Canvassing Information/training 4. Volunteer Scheme 5. Prospect House visit.
5. Who was the trainer?	Corporate arrangement	1. County Council 2. E-Learning Module	HRA HPA2 - Mo Bhula/Michelle Wheatley Section 21 Training - Mark Pritchard - Housing Consultant	1. City Council (Internally from team) 2.E-learning module 3. Foodbank Team	Decision Making - Mark Pritchard Housing Consultant Triage Training - Mo Bhula	1. Cabinet member and Head of Service 2. County Council and Occupational Health 3. City Council (Elections) 4. City Council (Community Wellbeing) 5. City Council
6. How much did the training cost?	Resilience Workshop- delivered by Occupational Health- cost of £590 plus VAT	No cost	HRA/HPA2 - Free internal Mark Pritchard - £400 for 4 staff	No cost	Triage Training - Free Internal Mark Pritchard - £950	Resilience Workshop- delivered by Occupational Health- cost of £590 plus VAT

Aug		Sept		Oct	
Housing	Customer Services	Housing	Customer Services	Housing	Customer Services
17 - Housing Officers dealing with Homelessness and Allocations	11				
3	4				
09:00 - 17:00	09:00 - 16:00	09:00:17:00	09:00 - 16:00	09:00-17:00	09:00 - 16:00
Domestic Violence Training Decision Letter Writing Training H-CLIC -Government reporting training Civica Financials Training Homelessness Suitability of Offer Training	1 Council tax training	All in it together training Safeguarding Training TBC	1. Conflict Resolution 2. Customer Services Training	Priority Need/Vulnerability Training Housing Benefit Training	1. Council Tax Training 2. Document Verification Training
Domestic Violence Training - GDASS All other training delivered by GCC Staff	1. Civica	HR TBC	1. Mental Health 2. GEL	Mark Pritchard Civica	1. Civica 2. City Council (Internally from team)
All delivered by Officers who specialise in these areas - DV training delivered by GDASS free of charge	Council Tax Training - £595 plus VAT	TBC - Likely to be free	1. Conflict Resolution delivered by Mental Health Training- cost of £787 for training (plus £200 total management fee). Total of £987 2. Customer Services training delivered by Gloucester Enterprise Ltd (GEL)- £1,200 for one session. Not yet paid.	£900 + TBC	1. Council Tax training - £595 plus VAT