



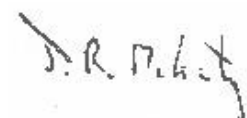
## Audit and Governance Committee

**Meeting: Monday, 14th March 2016 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP**

<b>Membership:</b>	Cllrs. Llewellyn, Gravells, McLellan, Hobbs, Taylor, Patel and Hampson
<b>Contact:</b>	Atika Tarajiya Democratic and Electoral Services Officer 01452 396127 Atika.tarajiya@gloucester.gov.uk

<b>AGENDA</b>	
<b>1.</b>	<b>APOLOGIES</b>  To receive any apologies for absence.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>  To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
<b>3.</b>	<b>MINUTES (Pages 5 - 10)</b>  To approve as a correct record the minutes of the meeting held on 18 <sup>th</sup> January 2016.
<b>4.</b>	<b>PUBLIC QUESTION TIME (15 MINUTES)</b>  To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none"> <li>• Matters which are the subject of current or pending legal proceedings, or</li> <li>• Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers</li> </ul>
<b>5.</b>	<b>PETITIONS AND DEPUTATIONS (15 MINUTES)</b>  To receive any petitions and deputations provided that no such petition or deputation is in relation to: <ul style="list-style-type: none"> <li>• Matters relating to individual Council Officers, or</li> <li>• Matters relating to current or pending legal proceedings</li> </ul>
<b>6.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE ACTION PLAN (Pages 11 - 12)</b>  To consider the Action Plan.
<b>7.</b>	<b>BENEFIT AUDIT UPDATE ON ACCURACY RATE</b>

	To receive a verbal update from the Business Improvement Officer updating Members on the accuracy rate following the completed Benefit Audit.
<b>8.</b>	<b>KPMG - EXTERNAL AUDIT PLAN 2015/16</b> (Pages 13 - 28)  To consider the report of KPMG relating to the External Audit Plan 2015/16.
<b>9.</b>	<b>KPMG - EXTERNAL AUDIT TECHNICAL UPDATE</b> (Pages 29 - 50)  To consider the report of KPMG relating to the External Audit technical Update.
<b>10.</b>	<b>INTERNAL AUDIT PLAN 2015/16 - MONITORING REPORT</b> (Pages 51 - 60)  To consider a report from the Audit, Risk and Assurance Manager which informs Members of the audits completed as part of the agreed Internal Audit Plan 2015/16.
<b>11.</b>	<b>INTERNAL AUDIT PLAN 2016/17</b> (Pages 61 - 84)  To consider the report of the Head of the Internal Audit & Risk Management Shared Service which informs Members of the Internal Audit Plan 2016/17.
<b>12.</b>	<b>INTERNAL AUDIT CHARTER</b> (Pages 85 - 108)  To receive the report of the Head of Audit and Risk Assurance.
<b>13.</b>	<b>ANNUAL RISK MANAGEMENT REPORT</b> (Pages 109 - 114)  To consider the report of the Audit, Risk and Assurance Manager updating Members on the City Council's annual risk management report.
<b>14.</b>	<b>TREASURY MANAGEMENT STRATEGY</b> (Pages 115 - 144)  To consider the report of the Head of Finance which seeks approval for the Treasury Management Strategy 2016/17 prior to its submission to Council on 24 March 2016 by the Cabinet Member for Performance and Resources.
<b>15.</b>	<b>AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME</b> (Pages 145 - 146)  To consider the Work Programme.
<b>16.</b>	<b>DATE OF NEXT MEETING</b>  Monday 20 <sup>th</sup> June 2016 at 6:30pm.



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

**Date of Publication: Friday, 4 March 2016**

## NOTES

### **Disclosable Pecuniary Interests**

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area.  For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

### **Access to Information**

Agendas and reports can be viewed on the Gloucester City Council website: [www.gloucester.gov.uk](http://www.gloucester.gov.uk) and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Atika Tarajiya, 01452 396127, [atika.tarajiya@gloucester.gov.uk](mailto:atika.tarajiya@gloucester.gov.uk).

For general enquiries about Gloucester City Council’s meetings please contact Democratic Services, 01452 396126, [democratic.services@gloucester.gov.uk](mailto:democratic.services@gloucester.gov.uk).

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

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

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.