



Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Wednesday, 3 July 2019

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, 11th July 2019** at **6.30 pm** for the purpose of transacting the following business:

AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **MINUTES (Pages 11 - 14)**

To approve as a correct record the minutes of the Council Meeting held on 20 May 2019.

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 (items 9 and 10) 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**

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 OVERVIEW AND SCRUTINY COMMITTEE 2018-19 (Pages 15 - 36)**

To receive the Annual Report of the Chair of the Overview and Scrutiny Committee for 2018-19.

10. **ANNUAL REPORT OF THE AUDIT AND GOVERNANCE COMMITTEE 2018/19
(Pages 37 - 50)**

To receive the Annual Report of the Audit and Governance Committee 2018/19.

MOTIONS FROM MEMBERS

11. **NOTICES OF MOTION**

1. PROPOSED BY COUNCILLOR STEPHENS

“Council notes:

That the impacts of climate breakdown are already causing serious damage around the world.

That the ‘Special Report on Global Warming of 1.5°C’, published by the Intergovernmental Panel on Climate Change in October 2018, (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and (b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.

That all governments (national, regional and local) have a duty to act, and local governments that recognise this should not wait for their national governments to change their policies;

That strong policies to cut emissions also have associated health, wellbeing and economic benefits;

and that, recognising this, a growing number of UK local authorities have already passed 'Climate Emergency' motions.

Council therefore commits to:

Declare a ‘Climate Emergency’ that requires urgent action.

Make the Council’s activities net-zero carbon by 2030

Achieve 100% clean energy across the Council’s full range of functions by 2030

Ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2030.

Support and work with all other relevant agencies towards making the entire area zero carbon within the same timescale;

Ensure that political and chief officer leadership teams embed this work in all areas and take responsibility for reducing, as rapidly as possible, the carbon emissions resulting from the Council’s activities, ensuring that any

recommendations are fully costed and that the Executive and Scrutiny functions review council activities taking account of production and consumption emissions and produce an action plan within 12 months, together with budget actions and a measured baseline;

Request that Council's Overview and Scrutiny Committee consider the impact of climate change and the environment when reviewing Council policies and strategies;

Work with, influence and inspire partners across the district, county and region to help deliver this goal through all relevant strategies, plans and shared resources by developing a series of meetings, events and partner workshops;

Request that the Council and partners take steps to proactively include young people in the process, ensuring that they have a voice in shaping the future;

Request that the Executive Portfolio holder with responsibility for Climate Change convenes a Citizens' Assembly in 2019 in order to involve the wider population in this process. This group would help develop their own role, identify how the Council's activities might be made net-zero carbon by 2030, consider the latest climate science and expert advice on solutions and to consider systematically the climate change impact of each area of the Council's activities;

Set up a Climate Change Partnership group, involving Councillors, residents, young citizens, climate science and solutions experts, businesses, Citizens Assembly representatives and other relevant parties. Over the following 12 months, the Group will consider strategies and actions being developed by the Council and other partner organisations and develop a strategy in line with a target of net zero emissions by 2030. It will also recommend ways to maximise local benefits of these actions in other sectors such as employment, health, agriculture, transport and the economy

Report on the level of investment in the fossil fuel industry that our pensions plan and other investments have, and review the Council's investment strategy to give due consideration to climate change impacts in the investment portfolio;

Ensure that all reports in preparation for the 2020/21 budget cycle and investment strategy will take into account the actions the council will take to address this emergency;

Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise;

Consider other actions that could be implemented, including (but not restricted to): renewable energy generation and storage, providing electric vehicle infrastructure and encouraging alternatives to private car use, increasing the efficiency of buildings, in particular to address fuel poverty; proactively using local planning powers to accelerate the delivery of net carbon new developments and communities, coordinating a series of information and training events to raise awareness and share good practice."

2. PROPOSED BY COUNCILLOR HILTON

“This Council notes:

That humans have already caused irreversible climate change, the impacts of which are being felt around the world.

That global temperatures have already increased by 1 degree Celsius from pre-industrial levels and atmospheric CO2 far exceeds levels deemed to be safe for humanity.

The Intergovernmental Panel on Climate Change (IPCC) special report on global warming of 1.5°C, published in January 2019, which tells us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities.

That the world is on track to overshoot the Paris Agreement’s 1.5°C limit before 2050.

That the consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity’s number one priority.

This Council further notes that:

Gloucester City Council has a cabinet member for the environment with responsibility for action on climate change

On 21st March council agreed a motion in name of Neil Hampson

Bold climate action can deliver economic benefits and that councils around the world are responding by declaring a ‘Climate Emergency’ and committing resources to address this emergency

Gloucestershire County Council has recently passed a motion recommending action to tackle climate change, including striving towards net-zero greenhouse gas emissions from it’s corporate estate by 2030

The UK Parliament has recognised the climate emergency

This Council resolves to:

Declare a climate emergency

Immediately carry out a carbon audit of the council’s corporate emissions

Commit towards zero carbon emissions for the council’s corporate carbon emissions by 2030 to include carbon offsetting if required

Lobby national government to commit to 100 per cent carbon neutrality for the

UK by 2045

Agree that the city of Gloucester should become a carbon neutral city no later than 2045

Consider council contracts going forward to oblige all contractors to report their carbon emissions and to place a 'carbon/environmental cost' on competing bids.

To call on Central Government to provide additional powers and resources to support local and national action towards achieving carbon neutrality

Ensure that the City Plan and revised Joint Core Strategy include policies to deliver zero carbon new builds at the earliest date possible, but by 2030 at the latest

Work with other public and private bodies to achieve a carbon neutral city as soon as possible, but by 2045 at the latest

Provide an annual report to the Overview and Scrutiny Committee with a performance update on a quarterly basis on the council's zero carbon strategy."

3. PROPOSED BY COUNCILLOR COOLE

"This Council notes that:

Gloucester City Council is committed to equality and diversity, and creating a Gloucester community that is strong, safe and inclusive for everyone.

Across parties, we stand together to promote and celebrate diversity in our City, standing against intolerance and hate crime.

The Council continues to create positive opportunities to employ a workforce that's representative of the City's communities, and provide a safe and accessible work environment that values and respects each individual.

We will continue to work in partnership with the County Council to demonstrate our ongoing commitment to equality and diversity.

The Council plays a crucial roll in promoting and fostering good relations within our communities and the relationship they have with the Council.

This Council resolves to:

Endorse the equalities action plan 2019-20 and the continued work of the Equalities working group.

Reaffirm our cross-party commitment to fostering diversity and promoting equality for all residents, Members and members of staff

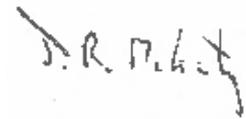
Take action throughout the year to celebrate the City's diversity by:

- Having a programme of flag-flying and support for key awareness days
- Supporting our communities to celebrate what's important to them.”

12. **WRITTEN QUESTIONS TO CABINET MEMBERS (Pages 51 - 56)**

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.

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COUNCIL

MEETING : Monday, 20th May 2019

PRESENT : Cllrs. J. Brown (Mayor), Hyman (Sheriff & Deputy Mayor), James, Watkins, Cook, H. Norman, Organ, Pullen, Hilton, Gravells, Tracey, Stephens, Lugg, Morgan, Wilson, Haigh, Williams, D. Brown, Taylor, Hansdot, Patel, Toleman, D. Norman, Dee, Hampson, Brooker, Brazil, Derbyshire, Finnegan, Melvin, Ryall and Walford

Others in Attendance

Jon McGinty, Managing Director

Jonathan Lund, Corporate Director

Tanya Davies, Policy and Governance Manager

Tony Wisdom, Democratic Services Officer

APOLOGIES : Cllrs. Hanman, Lewis, Bhaimia, Coole and Hawthorne

1. COUNCILLOR LISE NOAKES

1.1 Councillor James, Leader of the Council, paid tribute to Councillor Lise Noakes who had passed away peacefully on Sunday, 19th May after a brave fight against illness. She had served on the City Council for nearly twenty years being elected to Hucclecote ward in 1990 and was re-elected to represent Barnwood ward in 2004. She had served on the Cabinet as the portfolio holder for Culture and Leisure for four years, and had served as Mayor, Sheriff, Chair of the Licensing and Enforcement Committee and Cabinet Member for Performance and Resources.

Councillor James stated that he had known Lise for almost thirty years as she had been his Constituency Chairman when he fought the general election in 2001, as well as being a good friend and great support to him.

He then read an address that Lise had planned to read to Council as she had planned to step down from her Cabinet post. She had been incredibly proud of the achievements of the Council and its partners in setting up the Gloucester Culture Trust and she detailed the achievements of the Trust to date and outlined its plans for the future which would make Gloucester a strong contender to achieve City of Culture in 2025.

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Councillor Stephens, Leader of the Labour Group, asked that the Group be associated with the Leader's comments. He recalled being Leader of the Council when Lise was first elected in 1990. He stated that Lise was passionate about the City and its future and she had left a lasting legacy to the City.

Councillor David Brown expressed his sadness at the news and several other Members echoed those sentiments.

The Mayor, who had worked with Lise as a Ward Member for Barnwood, paid tribute to her achievements and offered the condolences of the Council to Lise's family.

2. ELECTION OF MAYOR

1.1 Moved by Councillor James, seconded by Councillor Watkins.

1.2 RESOLVED - That Councillor Colin Organ be elected Mayor of the City of Gloucester until the Annual Council Meeting in 2020.

3. ELECTION OF SHERIFF AND DEPUTY MAYOR

2.1 Moved by Councillor Gravells, seconded by Councillor James.

2.2 RESOLVED - That Councillor Collette Finnegan be elected Sheriff and Deputy Mayor of the City of Gloucester until the Annual Council Meeting in 2020.

4. THE MEETING WAS ADJOURNED AT 4.45PM FOR AFTERNOON TEA AND RECONVENED AT 5.30PM WITH COUNCILLORS ORGAN AND FINNEGAN IN THE ROLES OF MAYOR AND SHERIFF AND DEPUTY MAYOR RESPECTIVELY.

5. MINUTES

The minutes of the meeting held on 21st March 2019 were confirmed and signed by the Mayor as a correct record.

6. DECLARATIONS OF INTEREST

No declarations were made on this occasion.

7. ANNOUNCEMENTS

6.1 Leader of the Council

Councillor James announced that Councillor Morgan had been appointed to the Cabinet as Member for Culture and Leisure and Councillor Gravells had been appointed as Member for Planning and Housing Strategy.

6.2 Managing Director

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The Managing Director announced that he had, that morning, received a letter of resignation as a Member of the Council with immediate effect from Councillor Smith.

8. APPOINTMENTS TO COMMITTEES, CONSULTATIVE FORUMS AND WORKING GROUPS AND NOMINATIONS FOR CHAIRS OF COMMITTEES AND VICE-CHAIRS FOR 2019/20

7.1 The Council considered the Schedule of Appointments to Committees, Consultative Forums and Working Groups, and nominations for Chairs and Vice Chairs for the municipal year 2019-20. The appointment of Chairs and Vice Chairs to committees would be made at the first meeting of each committee.

7.2 Councillor James moved the motion set out in the schedule and advised that Group Leaders would nominate Members to the vacancies noted in respect of their Group's entitlement to seats.

7.3 Councillor Watkins seconded the motion.

7.4 Councillor Stephens advised that Councillor Lugg would be appointed to the Audit and Governance Committee and Councillor Coole would be a named substitute for the Planning Committee.

7.5 RESOLVED that

(1) The schedule of appointments of Members to Committees, Consultative Forums and Working Groups for 2019/20 be approved.

(2) In respect of the above, the Council, in accordance with Council Procedure Rules, appoint all Members as named deputies for all those meetings (with the exception of Cabinet, Planning Committee and Licensing and Enforcement Committee) to which the Member has not been appointed.

(3) That the nominations for Chair and Vice Chair of Committees, as set out in the schedule, be noted and that each Committee at its first meeting in the new municipal year 2019/20 confirms and appoints its Chair and Vice Chair.

9. APPOINTMENTS TO OUTSIDE BODIES FOR 2019/20

8.1 The Council considered the Schedule of Appointments to Outside Bodies for the municipal year 2019-20.

8.2 Councillor James moved that the Schedule be approved.

8.3 Councillor Watkins seconded the motion.

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8.4 **RESOLVED that** the Schedule of Appointments to Outside Bodies for the municipal year 2019/20 be approved.

10. NOTICES OF MOTION

There were no notices of motion from Members.

Time of commencement: 3.00 pm hours

Time of conclusion: 5.46 pm hours

Chair



Meeting:	Overview and Scrutiny Council	Date:	1 July 2019 11 July 2019
Subject:	Annual Report of the Overview and Scrutiny Committee 2018-19		
Report Of:	Chair of the Overview and Scrutiny Committee		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Simon Byrne, Democratic and Electoral Services Team Leader		
	Email:	simon.byrne@gloucester.gov.uk	Tel: 396127
Appendices:	1. Overview & Scrutiny Committee Annual Report 2018-19		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 This report introduces the Annual Report of the Overview and Scrutiny Committee for 2018-19 which sets out the work and achievements of the Committee during the year.

2.0 Recommendations

2.1 Council is asked to **RESOLVE** that the Annual Report of the Overview and Scrutiny Committee for 2018-19 be noted.

3.0 Background and Key Issues

3.1 Part 3C of the Council’s Constitution (Responsibility for Functions) requires that the Overview and Scrutiny Committee shall ‘provide and co-ordinate the input into an annual report to Full Council on such issues and topics as the Committee sees fit’.

3.2 The Annual Report sets out the areas focused on by the Committee in 2018-19 and Task and Finish Group activity.

4.0 Asset Based Community Development (ABCD) Considerations

4.1 There are no ABCD implications arising directly from the report, however, the committee welcomes the involvement of residents in the scrutiny process and routinely consults the public for suggestions of areas that the committee can explore.

5.0 Environmental Implications

5.1 There are no environmental implications.

6.0 Alternative Options Considered

6.1 Not Applicable.

7.0 Reasons for Recommendations

7.1 The Council has adopted the Leader and Cabinet model for its executive arrangements under the Local Government Act 2000. These arrangements must provide for the appointment of one or more overview and scrutiny committees and the Constitution provides that an annual report on the Committees activities be presented to Council.

8.0 Future Work and Conclusions

8.1 The Annual Report highlights the rolling work programme for the Committee in 2018-19. The Lead Members on Overview and Scrutiny will determine additional items for the work programme and the Committee will select task and finish group topics in due course.

9.0 Financial Implications

9.1 There are no financial implications arising out of this report.

Financial Services have been consulted in the preparation of this report

10.0 Legal Implications

10.1 The Council's Constitution requires that the work of the Overview and Scrutiny Committee is reported to Council on an annual basis. This report fulfils that requirement.

One Legal have been consulted in the preparation of this report

11.0 Risk and Opportunity Management Implications

11.1 Not applicable.

12.0 People Impact Assessment (PIA):

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

13.0 Community Safety

13.1 There are no community safety implications arising out of this report.

14.0 Staffing and Trade Union

14.3 There are no staffing or trade union implications arising out of this report.

Background Documents: None

**ANNUAL REPORT OF
THE OVERVIEW AND SCRUTINY
COMMITTEE
2018-19**





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FOREWORD FROM THE CHAIR



Overview and Scrutiny is a vital part of the democratic process for any local authority, and where party politics has no place. It's imperative that Members of all parties work together to ensure that the administration can deliver its plans in the best way for our residents.

Gloucester has a history of effective and efficient Scrutiny, and this year the committee has continued its innovative approach.

Members started the year with a well attended Member Development Session led by the Centre for Public Scrutiny (CfPS).

At this session, Members (both those on the Committee and those who were not) engaged in constructive discussion and sharing of ideas as to how to take scrutiny forward. What also came out of the session was reinforcing the idea that scrutiny is for all Members and that everyone has a role to play in the Committee's work – whether contributing to policy discussions, agenda setting or attending as a Ward Member with a particular interest in a specific policy area.

Members from across the Council have acted as a critical friend to the Cabinet, in the true spirit of scrutiny, and have been able to add value to the administration's policies. It is particularly pleasing to have developed a good working relationship between the Committee and the Cabinet, both collectively and with individual portfolio holders.

Scrutiny has had a number of significant achievements during the last civic year; the committee held a special session to examine Service Transformation and the relocation of both the Council's offices and reception. We have also looked at the important work that our partners such as, Aspire and the Culture Trust do in partnership with the City Council, for the residents of Gloucester.

The Committee has looked constructively at proposals from Cabinet and made valuable contributions- the committee's recommendation to locate Tourist Information spaces at the Museum and the Guildhall was a particular highlight, as were the recommendations related to the adoption of a Public Spaces Protection Order. New policy has also been examined with the Committee making a valuable contribution to accessing the private rented sector for temporary and permanent accommodation. The Cabinet accepted recommendations that providing free information and advice in respect of tenancy management be compulsory for those letting out private accommodation. In respect of tenant advice during any regeneration of Podsmead and Matson, Cabinet also accepted the recommendation that provision for independent advice be urgently examined once funding for the tenancy advisory service ceases.

We are fortunate in Gloucester to have an administration and cabinet that is open minded and receptive to Overview and Scrutiny's resolutions. I am looking forward to

another year, working together with all members, to deliver the very best for every resident.

There have been achievements, but there is more that Scrutiny can do for the City Council. I hope that going forward, we will be able to further draw on external witnesses (both from partners and residents themselves) to add value to the reports we hear. I'm also looking forward to a year in which Scrutiny takes more of a role in developing policy and improves the services we deliver.

Given the financial challenges ahead, it is absolutely vital that Scrutiny continues to play its part in delivering innovative and people powered local services.

Councillor Tom Coole

Chair of Overview and Scrutiny

Young Councillor Of the Year

MEMBERS OF OVERVIEW AND SCRUTINY COMMITTEE 2018-19



Councillor Tom Coole

Chair



Councillor Emily Ryall

Vice-Chair



Councillor Lee Hawthorne

Spokesperson



Councillor Gerald Dee



Councillor Collette Finnegan



Councillor Kate Haigh



Councillor Neil Hampson



Councillor Jeremy Hilton



Councillor Andrew Lewis



Councillor Steve Morgan



Councillor Terry Pullen



Councillor Gordon Taylor



Councillor Paul Toleman



Councillor Clive Walford



Councillor Declan Wilson

THE WORK OF OVERVIEW AND SCRUTINY

Overview and Scrutiny work is Councillor led. In addition to Councillors leading on which subjects they wish to consider in depth through Task and Finish Groups they also set their own work programme which is populated with topics selected from the Cabinet's Forward Plan, matters relating to the Council's priorities and challenges, and issues of importance to local residents. They identify who they want to hear from to inform their work and decide who should attend meetings to present the information. Meetings are held monthly. The agenda usually comprises no more than 3-4 substantive items to enable meaningful and constructive debate on matters.

What Overview and Scrutiny does not do

Overview and Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These need to be addressed through the appropriate service unit, Ward Councillor, or the Portfolio Holder responsible for the issue. Overview and Scrutiny does not deal with individual complaints as these should be addressed through the Council's Complaints Procedure.

'Call In' Meetings

The Council's Constitution sets out the rights of Overview and Scrutiny Committee Members to 'call in' a Cabinet decision if they feel it has not been made in accordance with decision-making principles set out in Article 12 of the Constitution. The 'call in' procedure may result in the convening of a special meeting to consider the matter unless the next programmed meeting falls within the deadlines set in the Council's Constitution.

In 2018-19 the 'call in' procedure was not exercised.

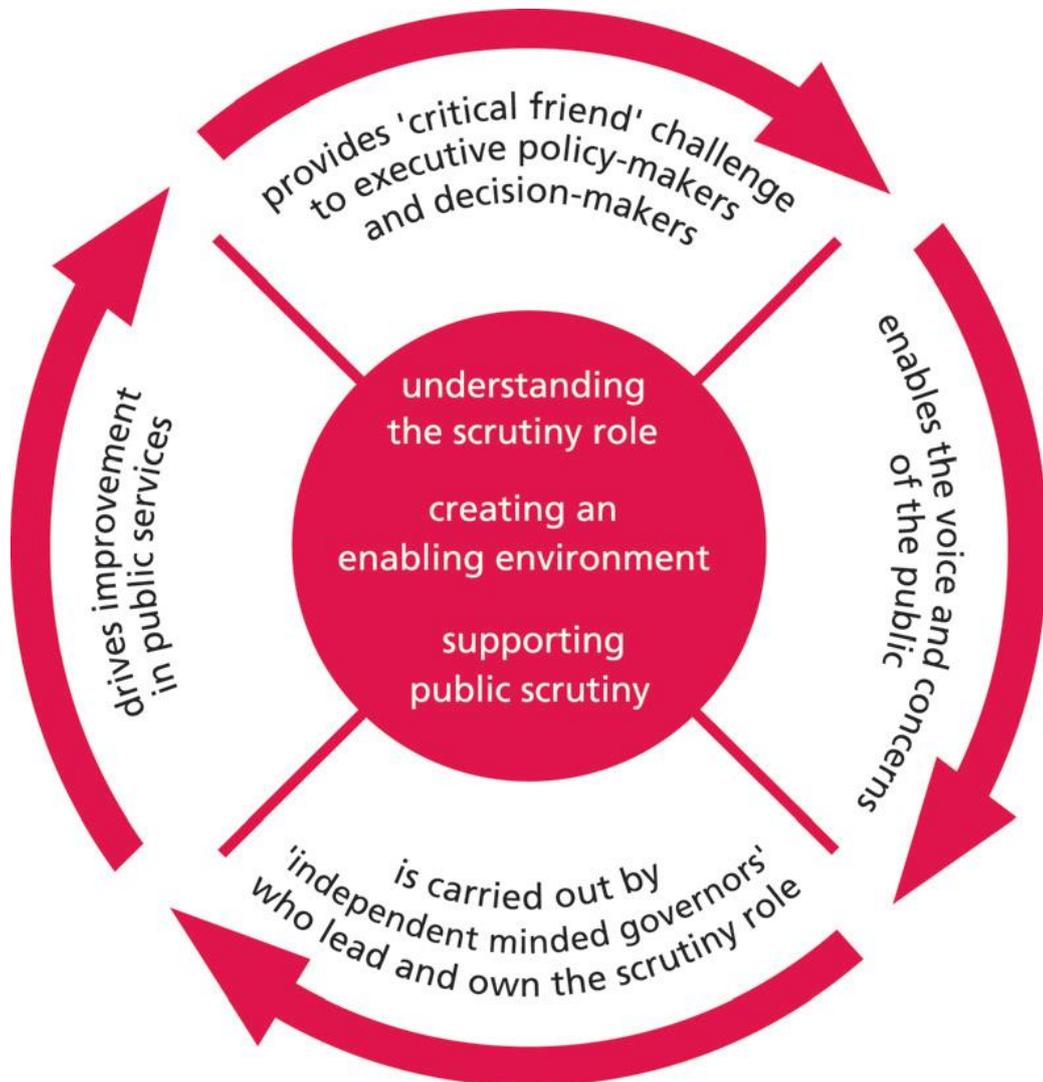
HOW OVERVIEW AND SCRUTINY WORKS AT GLOUCESTER CITY COUNCIL

The Council's Constitution sets out that the Overview and Scrutiny Committee will: -

- (a) co-ordinate, champion and lead on the scrutiny of Council and Executive decisions;
- (b) have all of the functions, powers and duties conferred by Section 21 of the Local Government Act 2000(as amended);
- (c) have all the powers and functions, powers and duties conferred by Section 19 of the Police and Justice Act 2006 and to act as the Council's Crime and Disorder Committee;
- (d) determine the allocation of work in the event that the scope of the subject matter of a scrutiny study or investigation overlaps the role of more than one Task and Finish Group;
- (e) review the operation of the scrutiny process and work programmes of the Overview and Scrutiny Task and Finish Groups and inform and advise Council in relation to priorities and the allocation of resources;
- (f) oversee and review the resources, support, training and development of Overview and Scrutiny Members;
- (g) develop a positive "critical friend" approach to the role of scrutiny of the Council and Community issues;
- (h) provide and co-ordinate the input to an annual report to Full Council on such issues or topics as the Committee sees fit;
- (i) give consideration to the management of matters called in for review under paragraph 14 of the Overview & Scrutiny Rules;
- (j) give consideration to matters referred to it by the Councillors' Call for Action;
- (k) review and scrutinise the work of the Executive;
- (l) review and scrutinise the content of the Forward Plan;
- (m) review and scrutinise the policies and proposed policies of the Council;
- (n) consider any matters which affect the authority, the City of Gloucester (or part of it) or its inhabitants (or some of them).



Successful scrutiny is a central element of the Council’s aims and objectives and a key part of the democratic process. The Overview and Scrutiny Committee meets in public to fulfil its role of holding the Cabinet to account against the background of the administration’s stated purpose, aims and objectives. However, the guiding principle for its work is that it should make a *proactive* and *positive* contribution to the development of policy and the discharge of the Council’s function.



THE COMMITTEE'S RESOURCES

Officer Support and Professional Advice

Support is provided by Democratic and Electoral Services Officers under the direction of the Democratic and Electoral Team Leader and the Policy and Governance Manager. The Committee is grateful for all of their support throughout the year.

The Democratic and Electoral Services Officer works closely with the Chair, Vice-Chair and Spokesperson of the Committee and takes a proactive role in managing the Committee's work programme.

The Centre for Public Scrutiny (CfPS) is regarded as a focal reference point for professional advice, case studies and tips for best practice.

Budget

The Committee does not have its own dedicated budget and its work is funded from the Democratic and Electoral Services team's budget.

THE YEAR IN SCRUTINY

Over the twelve meetings which the Overview and Scrutiny Committee held during 2018-2019, a number of different topics were scrutinised. As shown in the table below:

	RECOMMENDATIONS AND ACTIONS
04 June 2018	
2017-18 Financial Outturn Report	RESOLVED TO RECOMMEND TO CABINET –That the proposals for the TIC move be brought before the Committee and that the report be noted.
2017-18 Year End Performance Report	RESOLVED - That the Committee note the Year End Performance Report.
Gloucester Culture Trust Annual Report	RESOLVED: - That the Committee note the contents of the Culture Trust Annual Report.
02 July 2018	
Public Space Protection Order Consultation Report and Proposal	RESOLVED: - That the Overview and Scrutiny Committee RECOMMEND (1) That the Cabinet reconsider providing for Aggressive Charity Collection, Littering and Nuisance and anti-social behaviour within the PSPO and (2) That the efficacy of the PSPO be reviewed in one year's time including as much data as possible from partner organisations and, based on evidence gathered as part of the review, that scope be permitted to add/or remove provisions contained within the PSPO.
Shire Hall Accommodation Move	RESOLVED: - That the Overview and Scrutiny Committee RECOMMEND that all councillors receive a briefing on the design and operating methods to be employed in the new Customer Contact Centre at 92-96 Westgate Street once the details had been finalised.
03 September 2018	
Social Impact Bond- Midterm Update	RESOLVED: That the Overview and Scrutiny Committee NOTE the report.
Service Transformation	RESOLVED –: - That the Overview and Scrutiny Committee RECOMMEND to Cabinet that customers

	who interact with Council services be surveyed on their preferred methods of using services.
Performance Monitoring Quarter 1	RESOLVED: - That the Overview and Scrutiny Committee note the report.
Financial Monitoring Quarter 1 Report	RESOLVED: - That the Overview and Scrutiny Committee note the report.
01 October 2018	
Plans for Accommodation Move	RESOLVED: - That the presentation be noted and that more detailed plans be presented to the Committee when available
29 October 2018	
New Rough Sleeper Severe Weather Emergency Protocol (SWEP)	RESOLVED: - That the Overview and Scrutiny Committee note the report.
Tourist Information Centre Service Development	RESOLVED:- That the Overview and Scrutiny Committee RECOMMEND to Cabinet that further consideration be given to the option of providing two tourist information spaces at the Guildhall and the Museum of Gloucester with a report being compiled AND a separate report be compiled in due course providing the Committee with information on how the tourist information facility (or facilities) will be designed and outfitted and what prior consultation would be undertaken with relevant user groups and clients.
26 November 2018	
Money Plan 2019-24 & Budget Proposals 2019/20	RESOLVED: - That the Overview and Scrutiny Committee note the report.
03 December 2018	
Community Building in Gloucester	RESOLVED that: - The Overview and Scrutiny note the report subject to the following recommendations: The Overview and Scrutiny Committee RECOMMEND (1) A piece of work be undertaken similar to that done by Exeter or Wigan (whose schemes are noted in the report) on what input the community can have on community building and (2) Organise a Member Development session to explore Asset Based

	Community Development and Community Building more fully and that endeavours are made for it to include all Members.
Accessing the private rented sector for temporary and permanent accommodation	RESOLVED that: - The Overview and Scrutiny Committee note the report subject to the following recommendations: The Overview and Scrutiny Committee RECOMMEND that (1) With reference to paragraph 3.7 of the report that point (5) – ‘Optional - Offer a free property inspection so we can make sure your property complies with rental regulations, such as health and safety; the availability of free advice and information relating to tenancy management or maintaining the property in compliance with regulations’ be amended to replace ‘Optional’ with ‘Compulsory’; (2) That the optional materials cited at points 6, 7 and 8 of paragraph 3.7 be provided as a matter of course; (3) That, upon the expiration of the ‘bridging period’ (paras 3.5 and 3.7), efforts are undertaken to ascertain whether the tenant has remained in the property and; (4) That during a review in twelve months’ time, both landlords and tenants are consulted on the operation and delivery of the scheme.
Financial Monitoring Quarter 2 Report	RESOLVED that: - The Overview and Scrutiny note the report.
07 January 2019	
Aspire Trust: Annual Report	RESOLVED that: - The Overview and Scrutiny Committee NOTE the report.
Performance Monitoring Quarter 2	RESOLVED that: - The Overview and Scrutiny Committee NOTE the report.
28 January 2019	
Festival and Events Programme	RESOLVED that: - (1) The total costs of events included in the report be included in the report to Cabinet; (2) A full suite of events be circulated and; (3) The Overview and Scrutiny Committee NOTE the report
Tourist Information Centre Relocation	RESOLVED that: - The Overview and Scrutiny Committee NOTE the report.
25 February 2019	

Financial Monitoring Quarter 3 Report	RESOLVED that: - The Overview and Scrutiny Committee NOTE the report.
Public Consultation for Draft Supplementary Planning Documents for Podsmead and Matson Estates Regeneration	RESOLVED that: - The Overview and Scrutiny Committee RECOMMEND that Cabinet urgently examine provision for independent advice once funding for the tenancy advisory service ceases.
Rough Sleeping Briefing	RESOLVED that: - The Overview and Scrutiny Committee NOTE the briefing.
12 March 2019	
Reception Plans	A number of recommendations were made to Cabinet, some of which were incorporated into the final plans. This includes the addition of seating with armrests and back support, as opposed to modular seating. Measures were also agreed to further improve residents' confidentiality and to install a hearing loop.
25 March 2019	
Discretionary Housing Payments	RESOLVED that: - The Overview and Scrutiny Committee RECOMMEND that (1) Para 2.2 be amended to have the policy operative from 4th April 2019; (2) War Pensions to be disregarded in their entirety for the purposes of calculating income for DHPs; (3) Cabinet be requested to consider disregarding War Pensions in their entirety for the purposes of calculating income for House Benefit;(4) To clarify the appeals process in the policy; (5) If on first application it is apparent that the individual's circumstances are not likely to change within the 13 week period, a longer period will be awarded subject to an annual review; (6)Where residents have ineligible services charges that cannot be covered by the scheme and which may make residents at risk of eviction, the Council assist them in accessing services to manage their finances.
Information Technology Outsourcing (ITO) Contract	RESOLVED that: - The Overview and Scrutiny Committee NOTE the report
29 April 2019 Cancelled	

BUDGET MONITORING 2018 - 2019

Budget monitoring is now entrenched in the Overview and Scrutiny process here at the Council. As well as quarterly financial monitoring, an annual money plan and budget proposal meeting with the Cabinet is a key feature of the work programme.

In November 2018, the Leader of the Council and Cabinet Members presented to the Committee the overall draft Money Plan as well the 2019/2020 budget proposal. Additionally, each of the Cabinet Members presented their individual portfolio, highlighting anticipated budget pressures, budget savings and any changes to the portfolio. Below are some of the key observations.

Key Observations:

- Stretched public finances means that there is continued pressure on Council budgets. This will continue to provide a challenge in the years to come.
- Difficult decisions had to be made in order to make savings. In total, savings of £250,000 had been made during the course of the year, adding to the £10 million savings of previous years.
- The transformation programme required drawing of funds from earmarked reserves. These would need to be built up again to provide a buffer in the future.
- The Council, as with other local authorities faces an uncertain financial future. In 2020, the Government will undertake a Fair Funding Review which could have an impact on the way the Council provides services. Moreover, the potential resetting of business base rate guidelines in 2020-21 adds to the uncertainty.

The full agenda and minutes can be accessed [here](#).

TASK AND FINISH GROUPS

High Strength Alcohol Group

The result of the 2016 public consultation led to the creation of a Task and Finish Group on the Sales of High Strength Alcohol and Street Drinking. Specifically, the group was concerned with sales of alcohol with a strength of 6.5% vol or higher. As a result of the group's findings, a number of recommendations were made to Cabinet, all of which were accepted:

In partnership with the Gloucestershire Health and Wellbeing Board, there could be a Voluntary Code of Practice initiative where off licences commit to not selling high strength alcohol products. As noted in this report, there is no current legislation in place for enforcement action to take place

To share the report with the Gloucestershire Health and Wellbeing Board to inform its discussions on the refresh of the Gloucestershire Joint Health and Wellbeing Strategy

To share this report with the Director of Public Health for Gloucestershire and the Gloucestershire County Council Cabinet Member for Public Health and Communities

To ask the Gloucester City Council representative on the Health and Care Scrutiny Committee to share the Group's report with the committee to inform the committee's work planning activity

Where a fresh planning or licensing application is received in respect of a proposed premises in an identified 'cluster' area, those relevant Committees to consider placing restrictions on those licences if approved

Where clusters of off licences are associated with clusters of ASB, particularly related to alcohol consumption, licensing enforcement team to work with those retailers to reduce the strength of the products available in that location and to consider not selling the lowest priced high strength products

2018-19

In February 2019, we carried out another consultation, asking Residents to submit their ideas for consideration. The feedback has been insightful, ranging from becoming a cleaner city, building affordable homes, to becoming a 'Digitally Smart City'. The submissions will inform the creation of new Task and Finish groups.

PARTNERS

As in previous years, the Committee met with the Council 's partners. Importantly, these meetings ensure an ongoing dialogue between the City Council and partner organisations, working together on how to best serve the City of Gloucester. This is perhaps more important now more than ever, as organisations continue to face financial pressure and limited resources.

Gloucester Culture Trust:

For the first time, the Committee met with the Director of Gloucester Culture Trust, alongside the Cabinet Member for Culture and Leisure, and the Head of Culture and Trading Services. The purpose of the meeting was to consider the Trust 's initial report, and these meetings will become an annual feature of the work programme.



The Trust outlined its overarching aim which is to provide strategic guidance for culture throughout the City as set out in the Cultural Vision and Strategy. Moreover, it highlighted plans to bid for City of Culture 2025. Finally, it presented some of its achievements to date which include:

- A successful partnership between Gloucester and the Roundhouse
- The Kings Quarter Regeneration Project
- A number of events and festivals, including Gloucester History Festival

The full agenda and minutes can be accessed [here](#).

Aspire Sports and Cultural Trust:

In January 2019, the Committee welcomed the CEO and Chair of Aspire Trust. The Trust is a particularly noteworthy example of an organisation which has remained successful. 10 years after operating, it has remained solvent, even after facing a reduction in funding from the City Council. In part, this success can be attributed to the Trust 's ability to remain agile, for example, a partnership with the University of Gloucestershire which has worked very well. Lastly, it was encouraging to hear that the Trust remained committed to its charitable aims. In the last year, they have worked with organisations such as Age UK, Macmillan Cancer Support, as well as working with asylum seekers in Gloucester. The Committee looks forward to meeting with the Trust again in the next year. *The full agenda and minutes can be accessed [here](#).*



Community Advisory Group:



Earlier this year, the Committee held a [meeting](#) with members of the Matson and Podsmead Advisory Group, Gloucester City Homes. The purpose of the meeting was to consider the regeneration plans for Matson and Podsmead. Engaging with stakeholders to garner their views is critical in the overview and scrutiny process.

KEY PRIORITIES FOR 2019-2020

The Overview and Scrutiny Committee will continue to grow and develop in its role of holding the authority 's decision makers to account. It has identified the following key priorities for the year ahead:

1. Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities

In May 2019 the Ministry of Housing, Communities & Local Government published this guidance to reflect the way in which overview and scrutiny has evolved in the present day. Councils “must have regard to” the guidance when conducting its overview and scrutiny functions, in other words, it must be followed, unless there is a clear reason to depart from this. In particular, it focuses on scrutiny of ‘external bodies’, access to information, and scrutiny of the financial resilience and sustainability of councils. The Chair will be meeting with Officers to discuss how the City Council can implement the guidance.

2. Climate Change

The Committee looks forward to receiving the Climate Change Report in March 2020, and thus allowing the Committee to scrutinise the City Council ‘s climate change strategy.

3. Task and Finish Group

Following a public consultation for ideas in February 2019, the Committee looks forward to setting up Task and Finish groups to consider some of the matters raised by residents.

4. Universal Credit

Last year, the Committee met with partner organisations to discuss the implementation of Universal Credit in the city. A year on, the Committee will be reviewing the impact of Universal Credit with partner organisations.

5. Cultural Portfolio

The City Council is currently making changes to improve the city ‘s cultural portfolio and has proposed to bid for the City of Culture 2025. The Committee will be actively involved in considering any proposed changes and looking at ways to add value to the process.

MEMBERS ATTENDANCE RECORD 2018-2019

Nature of Meeting	Date of Meeting
Ordinary Business	4 June 2018
Ordinary Business	2 July 2018
Ordinary Business	3 September 2018
Ordinary Business	1 October 2018

Ordinary Business	29 October 2018
Budget Proposals and Consultation	26 November 2018
Ordinary Business	3 December 2018
Ordinary Business	7 January 2019
Ordinary Business	28 January 2019
Ordinary Business	25 February 2019
Reception Plans	12 March 2019
Ordinary Business	25 March 2019
Ordinary Business (Cancelled)	29 April 2019

Name of Councillor	Meetings Attended (Max: 12)
Councillor Tom Coole (Chair)	10
Councillor Emily Ryall (Vice-Chair)	10
Councillor Lee Hawthorne	10
Councillor Gerald Dee	11
Councillor Collette Finnegan	5
Councillor Kate Haigh	10
Councillor Neil Hampson	9
Councillor Jeremy Hilton	10
Councillor Andy Lewis	9
Councillor Steve Morgan	11
Councillor Terry Pullen	10
Councillor Gordon Taylor	11
Councillor Paul Toleman	8
Councillor Clive Walford	10
Councillor Declan Wilson	10
Councillor David Brown (as a substitute)	1
Councillor Andrew Gravells (as a substitute)	1
Councillor Nigel Hanman (as a substitute)	1
Councillor Jan Lugg (as a substitute)	2
Councillor David Norman MBE (as a substitute)	1
Councillor Kevin Stephens (as a substitute)	2



Meeting:	Audit and Governance Committee	Date:	11 March 2019
	Council		11 July 2019
Subject:	Audit and Governance Committee Annual Report 2018/19		
Report Of:	Chair – 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:	Tel: 01452 396338	
	Theresa.Mortimer@gloucester.gov.uk		
Appendices:	A: Audit and Governance Committee Annual Report 2018/19		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 The Annual Report summarises the activities of the Audit and Governance Committee during 2018/19 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 2018/19; and
 - (b) **RECOMMEND** to Council the Annual Report is approved.
- 2.2 Council is asked to **RESOLVE** that the Audit and Governance Committee Annual Report 2018/19 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 2018/19 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 2018/2019](#)

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

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Audit and Governance Committee Annual Report

2018-2019



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Statement from the Chairman of the Audit and Governance Committee

The Committee takes its remit very seriously. It discharges it in several ways. The Committee, for example, challenges and questions both members of staff and other Councillors in a non-partisan way.

I'm grateful to all Councillors who serve on the Committee for the conscientious way in which they take their membership of this Committee. And I'm grateful to the members of staff who give us the assurances which we require and courteously answer our questions.

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*'. However the Committee is currently reviewing its effectiveness against the revised CIPFA guidance 2018. 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;

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

- 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.

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 Laura Brooker
- Councillor David Norman MBE
- Councillor Deborah Smith
- Councillor Kevin Stephens
- Councillor Declan Wilson
- Councillor Hannah Norman (ex-Officio)

During the 2018/19 Civic Year, the Audit and Governance Committee has met on five occasions, in accordance with its Programme of Work:

- 23rd July 2018
- 17th September 2018
- 19th November 2018
- 21st January 2019
- 11th March 2019

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 (Deloitte).

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 (Deloitte).

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 2018/2019 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 2018/19. 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 where a limited opinion on the control environment has been provided, e.g. Code of Conduct for Employees, 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 2019/20. These reports set the Council's prudential indicators for 2019/20 – 2020/21 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

KPMG were the City Council External Auditors for the financial year 2017/2018 with Deloitte being appointed for the financial year 2018/19. The Committee has monitored the work of the Council's external auditors and has:

- considered and approved the External Audit Plan 2018/19 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 2017/2018 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 2017/18 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 2017/18. This letter summarises the outcome from audit work at the Council during this period;
- received and considered the Internal Audit / External Audit Joint Working Protocol; 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 2017/2018 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 2017/18 Annual Governance Statement Improvement Plan; and
- Considered and approved the Council's refreshed Confidential Reporting Procedure (Whistleblowing Policy).

Other

In addition, the Committee considered:

- the report from the Corporate Director regarding the update on the Amey Street Care contract;
- the report by the Head of Policy and Resources summarising the Business Rates Pool outturn position for the 2017/18 financial year; and
- a management update on the allocation of Disabled Facilities Grants (DFGs) funding.

Training

The following training was made available to Members of the Audit and Governance Committee in 2018/19 to support the Committee in discharging its responsibilities:

- 121 Officer briefings to Chair and Vice Chair of the Audit and Governance Committee as required throughout 2018/2019; and
- Risk Management training provided by Zurich Municipal during 2018/19.

Future Work

During 2019/20, 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 2018/2019, 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.

During 2019/20 the Audit and Governance Committee will review their effectiveness against the revised CIPFA guidance on Audit Committees – Practical Guidance for Local Authorities and Police 2018.

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>.

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 Performance and Resources	<p>Is the City Council providing free tea and coffee to staff working in Shire Hall?</p> <p>Are staff at other Council buildings provided with free hot beverages?</p> <p>What is the estimated annual cost?</p>
<p>Response:</p> <p>The City Council is planning to provide tea, coffee and milk for staff relocating to from HKP to Shire Hall. The proposal is a pragmatic response to the need to manage the number of refrigerators in Shire Hall and the space in those refrigerators. At HKP there are scores of groups of staff who each provide their own beverages and store milk etc. in dozens of fridges dotted across the three warehouses and 5 floors. It was not practical or beneficial to replicate that arrangement in Shire Hall.</p> <p>Staff in other Council buildings are not provided with free hot beverages.</p> <p>The facilities provided to City Council staff do vary across the City's work spaces and venues according to the age, location and layout of those venues. For example, access to paid-for or free car parking, cycle racks and showers, staff rooms will vary from location to location.</p> <p>The estimated cost of providing free tea, coffee and milk in bulk is 4.5p per cup. We estimate the annual cost will be £3,000. No estimate has been made of the alternative cost of providing the space and refrigeration necessary for alternative arrangements.</p>		
2.	From Councillor Haigh to the Cabinet Member for Performance and Resources	<p>The provision of hot drinks at the new Council accommodation in Shire Hall is at an approximate cost of £3000pa. Where in the budget set in February by the City Council was that cost allocated and how is it being funded?</p>
<p>Response:</p> <p>The estimated cost is being met from within existing budgets and will be allocated to, and spread across, appropriate service budgets.</p>		
3.	From Councillor Haigh to the Cabinet Member for	<p>At the recent budget Councillor Watkins opposed the provision of sanitary products in Council</p>

	Communities and Neighbourhoods	buildings for staff and visitors on the basis that taxpayers would not favour spending public money on such items. Given that sanitary products are a necessity and hot drinks are a perk why can they not be provided and funded in the same fashion?
	Response:	
	It is important to draw a distinction between what we provide for the welfare of our staff and what we provide universally for residents of the city. The budget amendment from Councillor Haigh sought to provide free sanitary products to all regardless of need and we could not support it on this basis. Prior to this and following the motion on this subject debated at Full Council, we agreed to raise awareness of where sanitary products could be accessed for those in need and that we would be proactive in referring people to the food bank who also offer free sanitary products. This we are doing and therefore we are working to address period poverty. I have agreed to discuss further with the Labour Group what other partnership opportunities we could explore to help address this issue.	
4.	From Councillor Hilton to the Cabinet Member for Environment	<p>Could you please provide me with a schedule of litter picking in Kingsholm & Wotton for each road listed on the attached list of streets. They are ordered in the polling districts they belong.</p> <p>Please indicate how often each street receives a litter pick; daily, weekly, fortnightly, monthly for example.</p>
	Response:	
	Streets in Kingsholm as across the rest of City are picked on a fortnightly schedule. However, the contract does respond to need and if street is clean as is often the case it will not be litter picked. The Schedule broadly follows the waste collection round. Some streets in Kingsholm due to specific problems are picked on a daily basis for example London road and Oxford street. Kingsholm road due to the unique issue of the Rugby Club is picked after match day and when there are large events held there. Following on from a meeting with the Kingsholm and Wotton Neighbourhood Partnership Amey are now scheduling a small mechanical sweeper along Kingsholm road on a weekly basis.	
5.	From Councillor Hilton to the Cabinet Member for Environment	Can you please provide me with a schedule on how often each litter bin situated in Kingsholm and Wotton is emptied?
	Response:	
	Bins are emptied according to need but all are emptied at least once a week. Where bins are abused (for example for the deposit of Commercial or household waste) they are investigated and if a breach is found will be passed on to 3GS to see if enforcement is appropriate. The Chip shop is provided with 2 additional bins for match days to cope with increased demand.	
6.	From Councillor Hilton to the Cabinet Member for Environment	<p>Can you please provide me with a schedule on how often each public open space situated in Kingsholm and Wotton receives a litter pick?</p> <p>For example; Sebert Street Recreational Ground, Deans Way Meadow, Great Western Road and Hillfield Gardens.</p>
	Response:	
	Each public open space is litter picked on a 2 weekly schedule. Absolute co-ordination would prove prohibitively expensive (picking just before the grass	

	cutters) however there is now an increased level of co-ordination between the 2 services.	
7.	From Councillor Hilton to the Cabinet Member for Environment	Can you confirm according to the schedule of works how often each alleyway in Kingsholm and Wotton receives a litter pick?
	Response:	
	If the alleyway is a highway or under ownership of the City Council, this will be picked on a 2-weekly schedule.	
8.	From Councillor Hilton to the Cabinet Member for Environment	What arrangements are in place, with the organisers and Amey PLC, to clear litter from the streets of Kingsholm near to the stadium shortly after a match or pop event?
	Response:	
	During the Rugby season this is well understood and for a Match day the environs of the ground will be cleaned the morning after the game. For special events such as the recent concerts the expectation is that will be cleaned the morning after the event.	

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Street Name - PD KW1	Street Name - PD KW2	Street Name - PD KW3	Street Name - PD KW4
Alvin Street	Alexandra Road	Cheltenham Road	Great Western Road
Deans Row	Alvin Street	Cooks Orchard	Harescombe Drive
Deans Terrace	Claremont Road	Denmark Road	Horton Road
Deans Walk	Columbia Close	Estcourt Road	Hyde Close
Deans Way	Denmark Road	Hampton Court	Hyde Lane
Edwy Parade	Guinea Street	Heathville Road	London Road
Greville Close	Heathville Road	Hinton Road	Mayhill Way
Kingsholm Court	Henry Road	Kingsholm Road	Pillowell Drive
Kingsholm Road	Henry Street	Lansdown Road	Royal Lane
Kingsholm Square	Hillfield Court Road	Malvern Road	The Crescent
London Road	Honyatt Road	North Road	
Orchard Close	Kingsholm Road	Posy Lane	
Park Street	London Road	Seabroke Road	
Rivermead Close	Newland Street		
Sandhurst Lane	Oxford Road		
Sandhurst Road	Oxford Street		
Serlo Road	Oxford Terrace		
St Catherine Street	Sebert Street		
St Mark Street	Sherborne Street		
St Oswalds Road	Swan Road		
Stamps Meadow	Sweetbriar Street		
Tewkesbury Road	Union Street		
The Limes	Vine Terrace		
Westfield Terrace	Wellington Parade		
Worcester Street	Worcester Parade		
	Worcester Street		

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