



Audit and Governance Committee

Meeting: Monday, 18th July 2022 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

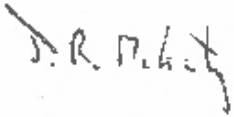
Membership:	Cllrs. Wilson (Chair), Brooker (Vice-Chair), Bowkett, Patel, Durdey, Evans, Melvin and Pullen
Contact:	Democratic and Electoral Services 01452 396126 democratic.services@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	APPOINTMENT OF CHAIR AND VICE-CHAIR To confirm the appointment made at the Annual Meeting of Council of Councillor Wilson as Chair and Councillor Gravells as Vice-Chair of the Committee.
3.	DECLARATIONS OF INTEREST To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
4.	MINUTES (Pages 7 - 14) To approve as a correct record the minutes of the meeting held on 7 March 2022
5.	PUBLIC QUESTION TIME (15 MINUTES) The opportunity is given to members of the public to put questions to the Committee provided that a question does not relate to: <ul style="list-style-type: none"> • Matters which are the subject of current or pending legal proceedings or • Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers. <p>To ask a question at this meeting, please submit it to democratic.services@gloucester.gov.uk by 12pm on Wednesday 13 July 2022 or telephone 01452 396203 for support.</p>
6.	PETITIONS AND DEPUTATIONS (15 MINUTES) A period not exceeding three minutes is allowed for the presentation of a petition or

	<p>deputation provided that no such petition or deputation is in relation to:</p> <ul style="list-style-type: none"> • Matters relating to individual Council Officers, or • Matters relating to current or pending legal proceedings <p>To present a petition or deputation at this meeting, please submit it to democratic.services@gloucester.gov.uk by 12pm on Wednesday 13 July or telephone 01452 396203 for support.</p>
7.	<p>ANNUAL REPORT OF THE HEAD OF AUDIT RISK AND ASSURANCE</p> <p>To consider the report concerning audit activity for 2021/22.</p>
8.	<p>DRAFT ANNUAL GOVERNANCE STATEMENT 2021/22 (Pages 15 - 34)</p> <p>To consider the report of the Head of Audit, Risk and Assurance in respect of Governance matters in the preceding financial year.</p>
9.	<p>APPOINTMENT OF INDEPENDENT MEMBER</p> <p>To receive an update regarding the recruitment of an independent member to the Committee.</p>
10.	<p>ANNUAL RISK MANAGEMENT REPORT 2021/22 AND STRATEGIC RISK REGISTER (Pages 35 - 70)</p> <p>To consider the report of the Head of Audit Risk Assurance providing Members with an update on the Council's risk management activities from 2021/22.</p>
11.	<p>DRAFT ANNUAL REPORT OF THE CHAIR OF THE AUDIT AND GOVERNANCE COMMITTEE (Pages 71 - 84)</p> <p>To consider the Chair's annual report.</p>
12.	<p>INTERNAL AUDIT ACTIVITY PROGRESS REPORT 2021/22 (Pages 85 - 108)</p> <p>To consider the report of the Head of ARA</p>
13.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>To RESOLVE that:</p> <p>The press and public be excluded from the meeting during the following item of business on the grounds that it is likely, in view of the nature of business to be transacted or the nature of the proceedings, that if members of the press and public are present during consideration of this item there will be disclosure to them of exempt information as defined in Schedule 12A of the Local Government Act 1972 as amended.</p> <p>Agenda Item No.</p> <p>14</p> <p>Description of Exempt Information:</p> <p>Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>
14.	<p>IT SYSTEMS UPDATE</p> <p>To receive an update from the Director of Policy and Resources.</p>
15.	<p>AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME (Pages 109 - 112)</p>

	To consider the work programme.
16.	DATE OF NEXT MEETING Monday 12 September 2022 at 6.30pm in the Civic Suite, North Warehouse.



Jon McGinty
Managing Director

Date of Publication: Friday, 8 July 2022

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 Chair 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.