

Notice of Audit and Governance Committee

Date: Thursday, 12 March 2020 at 6.00 pm

Venue: HMS Phoebe, Town Hall, Bournemouth BH2 6DY



Membership:

Chairman:

Cllr J Beesley

Vice Chairman:

Cllr L Williams

Cllr M Andrews

Cllr S Bartlett

Cllr M F Brooke

Cllr M Cox

Cllr B Dunlop

Cllr S McCormack

Cllr M White

All Members of the Audit and Governance Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to attend.

If you would like any further information on the items to be considered at the meeting please contact: Bob Hanton - 01202 633031 or email bob.hanton@bcpcouncil.gov.uk

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email press.office@bcpcouncil.gov.uk

This notice and all the papers mentioned within it are available at democracy.bcpCouncil.gov.uk

GRAHAM FARRANT
CHIEF EXECUTIVE

4 March 2020



Maintaining and promoting high standards of conduct

Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests

Do any matters being discussed at the meeting relate to your registered interests?

Disclosable Pecuniary Interest

Yes

Declare the nature of the interest

Do NOT participate in the item at the meeting. Do NOT speak or vote on the item EXCEPT where you hold a dispensation

You are advised to leave the room during the debate

Local Interest

Yes

Declare the nature of the interest

Applying the bias and pre-determination tests means you may need to refrain from speaking and voting

You may also need to leave the meeting. Please seek advice from the Monitoring Officer

No

Do you have a personal interest in the matter?

Yes

Consider the bias and pre-determination tests

You may need to refrain from speaking & voting

You may also need to leave the meeting. Please seek advice

No

You can take part in the meeting speak and vote

What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer
(tanya.coulter@bcpcouncil.gov.uk)

Selflessness

Councillors should act solely in terms of the public interest

Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

AGENDA

Items to be considered while the meeting is open to the public

1. **Apologies**

To receive any apologies for absence from Councillors.

2. **Substitute Members**

To receive information on any changes in the membership of the Committee.

Note – When a member of a Committee is unable to attend a meeting of a Committee or Sub-Committee, the relevant Political Group Leader (or their nominated representative) may, by notice to the Monitoring Officer (or their nominated representative) prior to the meeting, appoint a substitute member from within the same Political Group. The contact details on the front of this agenda should be used for notifications.

3. **Declarations of Interests**

Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

4. **Confirmation of Minutes**

To confirm and sign as a correct record the minutes of the Meeting held on 20 February 2020.

5 - 6

5. **Public Issues**

To receive any public questions, statements or petitions submitted in accordance with the Constitution. Further information on the requirements for submitting these is available to view at the following link:-

<https://democracy.bcpccouncil.gov.uk/documents/s2305/Public%20Items%20-%20Meeting%20Procedure%20Rules.pdf>

The deadline for the submission of public questions is Thursday 5 March 2020.

The deadline for the submission of a statement is 12.00 noon Wednesday 11 March 2020.

The deadline for the submission of a petition is 12.00 noon, Wednesday 11 March 2020.

6. **Kinson Community Centre**

7 - 10

This report provides an update and is a continuation of the reports provided to Audit and Governance Committee on 25 July 2019 and 10 October 2019. The report summarises the current position and confirms that a third-party referral in respect of the allegations made by Kinson Community Association (KCA) has been made by the Council to Dorset Police.

The Council has been advised by the police that any criminal investigation must take primacy over any civil or internal processes and as a result, no further action can be taken by the Council until such time as the position relating to any criminal allegations is understood and investigations concluded.

The report asks that the committee notes the update provided and delegates authority to determine any further action following the outcome of any criminal investigation, to the Director of Communities.

7. Evolution of Financial Regulations for the 2020-21 financial year

11 - 78

Evolutionary changes to the Council's Financial Regulations are summarised in this report and shown in red text throughout the document. Several minor editing changes have been made to align to BCP Council convention and terminology.

More material changes have been made to Part G, Procurement and contract procedures, incorporating new requirements for commissioning officers and the strategic procurement team to follow which respond to the Council's climate and ecological emergency declaration and which will result in more 'sustainable procurement' activity.

8. Annual review of Whistleblowing Policy, Anti-Fraud & Corruption Policy and Declarations of interests, gifts & hospitality Policy

79 - 146

An annual review of the Council's Whistleblowing Policy and Anti-Fraud & Corruption Policy has taken place to ensure they are updated in line with best practice and legislation.

Best practice suggests both policies should be approved by Audit & Governance Committee. Some minor amendments have been made to both policies including reformatting to corporate BCP requirements.

A key change to the Anti-Fraud & Corruption Policy has been made with the addition of the Criminal Finances Act (CFA) 2017 Requirements policy appendix. This is to ensure the Council is able to demonstrate adequate procedures are in place to prevent the corporate criminal offence of facilitating tax evasion.

A new Declaration of Interests, Gifts & Hospitality Policy has been created and approved by the Corporate Management Board.

This policy was previously seen in draft form by the Audit & Governance committee at its 23 January 2020 meeting and the resulting comments and suggestions have been incorporated.

9. Sustainable Procurement - Presentation

To receive a presentation from the Head of Strategic Procurement.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.