

Notice of Audit and Governance Committee



Date: Thursday, 26 November 2020 at 6.00 pm

Venue: Virtual Meeting

Membership:

Chairman:

Cllr J Beesley

Vice Chairman:

Cllr L Williams

Cllr M F Brooke

Cllr D Brown

Cllr D Butt

Cllr L Fear

Cllr A Filer

Cllr M Phipps

Cllr T Trent

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 view the live stream of this meeting at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?MIId=4355>

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services Team or email democratic.services@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

18 November 2020



Available online and
on the Mod.gov app



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
(susan.zeiss@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 22 October 2020.

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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.bcpCouncil.gov.uk/documents/s2305/Public%20Items%20-%20Meeting%20Procedure%20Rules.pdf>

The deadline for the submission of public questions is Thursday 19 November 2020.

The deadline for the submission of a statement is 12.00 noon, Wednesday 25 November 2020.

The deadline for the submission of a petition was 12.00 noon, 11 November 2020.

6. Governance Overview of BCP Housing companies

To receive a short PowerPoint and verbal presentation on governance of BCP Housing companies (Seascope South Ltd., Seascope Homes and Property Ltd., Seascope Group Ltd. and Bournemouth Building Maintenance Ltd.)

7. Report of the Constitution Review Working Group - Changes to the Council's Constitution	17 - 30
<p>The report summarises the issues considered by the Constitution Review Working Group and sets out a series of recommendations arising from the Working Group for consideration by the Committee.</p> <p>Any recommendations arising from the Committee shall be referred to full Council for adoption.</p>	
8. Chief Internal Auditor's Annual Opinion Report 2019/20	31 - 46
<p>It is the opinion of the Chief Internal Auditor that during the 2019/20 financial year:</p> <ul style="list-style-type: none"> • arrangements were in place to ensure an adequate and effective internal control environment and that where weaknesses were identified there was an appropriate action plan in place to address them; • the systems and internal control arrangements were effective and that agreed policies and regulations were complied with; • adequate arrangements were in place to deter and detect fraud; • there was an appropriate and effective risk management framework; • managers were aware of the importance of maintaining internal controls and accepted recommendations made by Internal Audit to improve controls; • the Council's Internal Audit service was effective and compliant with all regulations and standards as required of a professional internal audit service; and that <p>the arrangements, in respect of the Chief Internal Auditor, were consistent with all of the five principles set out in the CIPFA publication "The Role of the Head of Internal Audit in Public Sector Organisations".</p>	
9. Annual Governance Statement 2019-2020	47 - 80
<p>The Accounts and Audit Regulations 2015* require councils to produce an Annual Governance Statement (AGS) to accompany its Statement of Accounts. This report seeks approval for the AGS for BCP Council.</p> <p>The AGS concludes that BCP Council "has effective and fit-for-purpose governance arrangements in place in accordance with the governance framework".</p> <p>After considering all the sources of assurance (for governance arrangements), BCP Corporate Management Board identified that the following significant governance issues existed:</p> <ul style="list-style-type: none"> • Governance of Children's Social Services • Adjustments to the Highways Register • Governance Arrangements with Wholly Owned Companies, Lower Gardens and Five Parks Charitable Trusts, BH Live and Russell Cotes Museum • Minor Omission to make available for public inspection the draft Annual Governance Statement in June 2019 <p>An action plan to address these significant governance issues has been produced and is being implemented. An update against the action plan will be brought to Audit and Governance Committee in January 2021.</p> <p>*and as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020</p>	
10. External Audit - Audit Findings Report 2019/20	81 - 144

The attached report sets out the findings of the Council's external auditor following their audit of the Council's Statement of Accounts 2019/2020. The key points to note are:

- Grant Thornton anticipate providing an unqualified opinion on the financial statements for the Council; and that Grant Thornton have concluded that the Council has proper arrangements to secure economy, efficiency and effectiveness in its use of resources and anticipate issuing an unqualified value for money conclusion.

11. Statement of Accounts 2019/20

145 - 270

This report presents the BCP Council statement of accounts 2019/20 for consideration and approval.

The statement of accounts has been prepared in accordance with the CIPFA Local Authority Accounting Code of Practice, and presents a true and fair view of the authority's financial performance for 2019/20 and financial position as at 31 March 2020.

This report highlights any significant issues within the statement of accounts, and provides an opportunity for robust Member scrutiny prior to their formal approval.

12. Audit & Governance Committee Forward Plan (refresh)

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This report sets out the reports to be received by the Audit & Governance Committee for the 2020/21 municipal year.

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.