

Notice of Audit and Governance Committee



Date: Thursday, 27 October 2022 at 6.00 pm

Venue: Committee Room, First Floor, BCP Civic Centre Annex, St Stephen's Rd, Bournemouth BH2 6LL

Membership:

Chairman:

Cllr J Beesley

Vice Chairman:

Cllr L Fear

Cllr M F Brooke
Cllr D Butt
Cllr M Cox

Cllr A Filer
Cllr M Howell
Cllr T Johnson

Cllr M Phipps

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?MId=5006>

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services on 01202 096660 or email democratic.services@bcpCouncil.gov.uk

Press enquiries should be directed to the Press Office: Tel: 01202 118686 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

19 October 2022



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



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 20 October 2022 – to follow.

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/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

The deadline for the submission of public questions is 4 clear working days before the meeting.

The deadline for the submission of a statement is midday the working day before the meeting.

The deadline for the submission of a petition is 10 working days before the meeting.

6. **External Auditor - Audit progress and sector update**

Grant Thornton, as the Council's appointed External Auditors, have produced a report (Appendix A) which provides an update to Audit & Governance Committee on their progress to date in delivering their responsibilities. The report includes an update on both their 2020/21 and 2021/22 audit work.

The report also includes a summary of emerging national issues and developments that may be relevant to the Council.

7. External Auditor - 2021/22 Audit plan	29 - 130
<p>The attached report at Appendix A sets out the work that the Council's External Auditor, Grant Thornton, plan to undertake for the audit of the Council's Statement of Accounts in respect of 2021/22.</p> <p>As part of risk assessment procedures, Grant Thornton are required to obtain an understanding of management processes. A series of questions relating to this and the responses received from BCP Council's management is included at Appendix B.</p> <p>Also attached, at Appendix C, is a letter from Grant Thornton regarding commencement of their 2021/22 VFM review.</p>	
8. Review of the Council's Constitution – Recommendations of the Constitution Review Working Group	131 - 170
<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>	
9. Governance of Corporate Health & Safety and Fire Safety	171 - 176
<p>This report details progress made on the delivery of Health & Safety and Fire Safety governance arrangements for BCP Council and highlights:</p> <ul style="list-style-type: none"> • Implementation of Governance framework • Reporting to the Health and Safety and Fire Safety Board • Covid 19 response and the recovery • An overview of service delivery 	
10. Emergency planning and business continuity update report	177 - 188
<p>Emergency planning and business continuity activity in BCP Council over the reporting period has been focused on getting back on track following the significant response to COVID and the disruption this caused to the planning side of resilience. Significant progress has been made in business continuity and the council's response arrangements have been put to the test with numerous large scale emergency responses. These have been dominated by extreme weather and fires and evacuations. At a national level the resilience agenda continues to evolve and the impacts of this are being looked at and incorporated into planning and response activities locally.</p>	
11. Treasury Management Monitoring update for Quarter 2 2022/23	189 - 196
<p>The report sets out the Quarter two performance for 2022/23.</p>	

12. Risk Management – Corporate Risk Register Update	197 - 230
This report updates Councillors on the position of the Council's Corporate Risk Register.	
13. Internal Audit - Quarterly Audit Plan Update	231 - 238
This report details progress made on delivery of the 2022/23 Audit Plan for the period July to September (inclusive) 2022. The report highlights that:	
<ul style="list-style-type: none"> • Seven audit assignments have been completed, all of which were 'Reasonable' audit opinions; • Twenty four audit assignments are in progress; • Implementation of audit recommendations is satisfactory and none have required escalation to Audit & Governance Committee; 	
BCP internal audit arrangements have been assessed against the questions posed in the recent CIPFA publication 'Internal Audit untapped potential' and found to be robust.	
14. Forward Plan (refresh)	239 - 242
This report sets out the reports to be considered by the Audit & Governance Committee for the 2022/23 municipal year in order to enable it to fulfil its terms of reference.	
15. Annual Report of Internal Audit Counter Fraud work and Whistleblowing referrals 2021/22	243 - 256
This report details counter fraud work carried out by Internal Audit to provide assurance on the Council's response to combating fraud and corruption. Internal Audit have investigated all allegations of suspected fraud or financial irregularity in a proportionate manner. Two formal whistleblowing referrals for the Council were received and investigated by Internal Audit during 2021/22.	
[PLEASE NOTE: Should the Committee wish to discuss the detail within the Confidential Appendix of this report, the meeting will be required to move into Confidential (Exempt) Session]	

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.