

Notice of Audit and Governance Committee



Date: Thursday, 9 March 2023 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?MIId=5407>

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

1 March 2023



Available online and
on the Mod.gov app

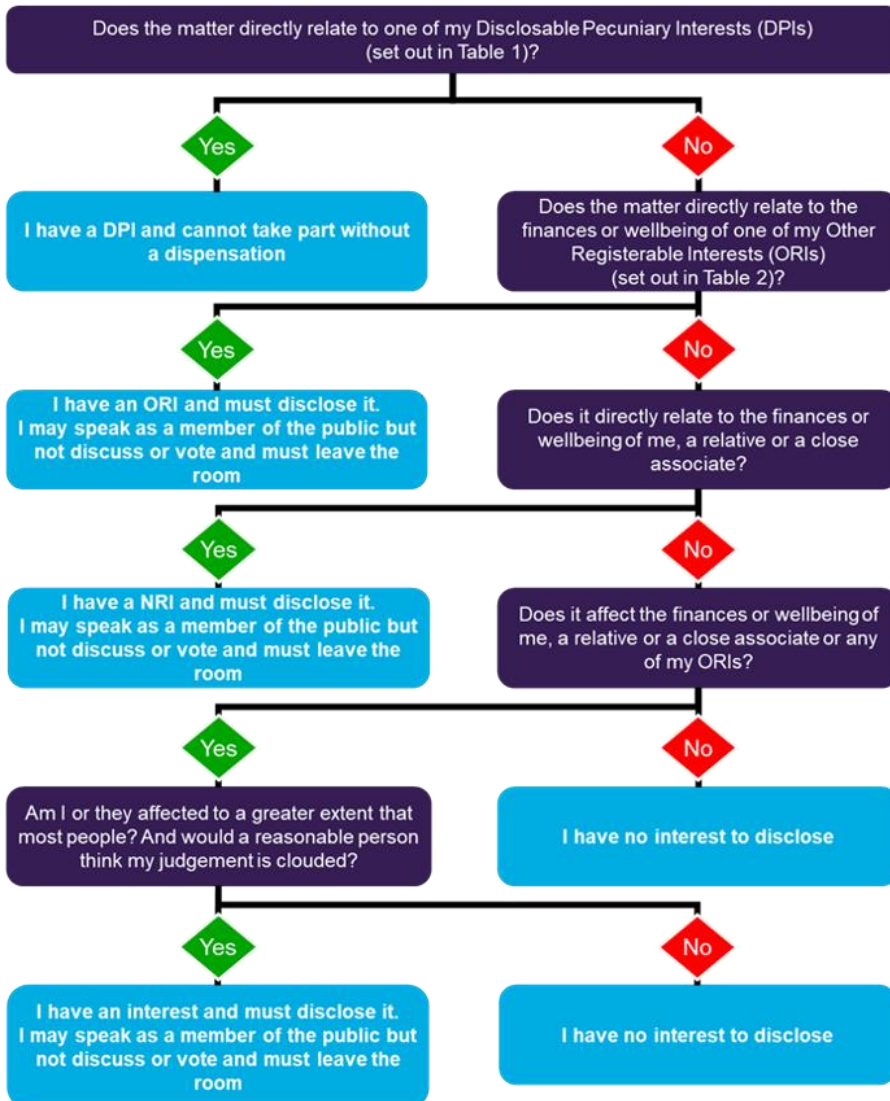


Maintaining and promoting high standards of conduct

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 as a correct record the minutes of the Meeting held on 16 February 2023.

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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/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. Review of the Constitution - Recommendations of the Constitution Review Working Group

To consider the recommendations of the Constitution Review Working Group held on 1 March 2023 (to follow).

To Follow

<p>7. External Audit - 2020/21 ISA260 Audit Findings Report Report to follow.</p>	<p>To Follow</p>
<p>8. Information Governance Update The report provides an update to the Committee since its last report in April 2022 of the Information Governance function within the Council.</p>	<p>17 - 38</p>
<p>9. Risk Management – Corporate Risk Register Update This report updates Councillors on the position of the Council’s Corporate Risk Register. The main updates are as follows:</p> <ul style="list-style-type: none"> • The reporting of the Register continues in the updated format for this quarter; • Material updates to the risks are summarised at sections 11-15. 	<p>39 - 76</p>
<p>10. Internal Audit - Audit Charter & Audit Plan 2023/24 This report sets out the Internal Audit Charter, approval of which by the Audit & Governance Committee is a requirement of the Public Sector Internal Audit Standards (PSIAS). A new Internal Audit Data Analytics Strategy, which sets out how Internal Audit will increase its use of data analytics to provide a greater level of assurance, to increase testing coverage and improve efficiency, has been added, together with a number of minor changes.</p> <p>The Core Audit Plan, Anti-Fraud and Corruption Audit Plan, and detailed Quarter 1&2 plans will be brought to the next scheduled (main) Audit & Governance Committee in July 2023. This is later than normal due to the rearranging of the Committee calendar caused by the May 2023 local elections. As an interim measure, for this year only, the Head of Internal Audit & Management Assurance will circulate the Core Audit Plan, Anti-Fraud and Corruption Audit Plan, and detailed Quarter 1 plan to the members of the Audit & Governance Committee in April for awareness.</p>	<p>77 - 116</p>
<p>11. Internal Audit - 4th Quarter interim Audit Plan Update This interim report details progress made on delivery of the 2022/23 Audit Plan for the period January to February (inclusive) 2023. The report highlights that:</p> <p>Seven audit assignments have been completed, six Reasonable’ audit opinions and one ‘Consultancy’ audit review; Thirty three audit assignments are in progress; Implementation of audit recommendations is satisfactory and none have required escalation to Audit & Governance Committee.</p> <p>The Chief Internal Auditor is expecting to provide the annual overall opinion on the internal control environment through careful management of reduced resource on the high risk areas in the Audit Plan.</p>	<p>117 - 122</p>

12. Forward Plan - Indicative for the 23/24 municipal year

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This report sets out the indicative list of reports to be considered by the Audit & Governance Committee for the 2023/24 municipal year in order to enable it to fulfil its terms of reference.

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.