

Notice of Audit and Governance Committee

Date: Thursday, 11 April 2024 at 6.00 pm

Venue: HMS Phoebe, BCP Civic Centre, Bournemouth BH2 6DY



Membership:

Chairman:

Cllr M Andrews

Vice Chairman:

Cllr E Connolly

Cllr J Beesley
Cllr B Castle
Cllr A Chapmanlaw

Cllr R Herrett
Cllr M Phipps
Cllr C Weight

Cllr S Armstrong
Jansen-VanVuuren
Samantha Acton

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=5611>

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

3 April 2024

**DEBATE
NOT HATE**



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
(janie.berry@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 7 March 2024.

7 - 12

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 3 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. Information Governance Update

IG update report to the Committee, providing performance management information.

13 - 28

7. Risk Management – Corporate Risk Register Update

This report updates councillors on the position of the council's Corporate

29 - 74

Risk Register. The main updates are as follows:

- Two risks were combined (CR02 and CR12)
- One risk was re-included (CR08)
- 4 new risks were added (CR16, CR23, CR24, CR25)
- 3 risks were removed (CR12, CR13, CR22).

Material updates for this quarter are outlined in sections 9 to 11.

8. Internal Audit - Audit Charter & Audit Plan 2024/25

75 - 124

This report sets out the Internal Audit Charter and the Audit Plan for 2024/25. Approval of these documents by the Audit & Governance Committee is a requirement of the Public Sector Internal Audit Standards (PSIAS).

Some minor amendments have been made to the Internal Audit Charter which includes an updated Data Analytics Strategy.

The final Internal Audit Plan for 2024/25 has been produced which includes some minor amendments from the version provided to the Audit & Governance Committee in January 2024. Completion of the plan will enable the Head of Audit & Management Assurance to provide an annual opinion on the adequacy and effectiveness of the Council's control environment.

The allocated budget resource for 2024/25 is considered adequate to deliver the Internal Audit Charter and Audit Plan for 2024/25.

9. Internal Audit - 4th Quarter, 2023/24, Audit Plan Update

125 - 144

This report details progress made on delivery of the 2023/24 Audit Plan for the 4th quarter – January to March (inclusive) 2024. The report highlights that:

- 11 audit assignments have been finalised, including 2 'Partial', 8 'Reasonable' and 1 'Follow Up' audit opinions;
- 25 audit assignments are in progress, including 9 at draft report stage;
- Total additional council tax yield of £243,678 has resulted, to date, from the Single Person Discount pilot project;
- 14 of the 18 recommendations from the Review of Pop-up/Temporary activities incorporating Bayside Restaurant Review have been implemented;
- A replacement Audit Manager has been successfully recruited and is now in post;

5 'High' priority audit recommendations have not been fully implemented by the original target date. Explanations from respective Directors appear reasonable and revised target dates have been agreed.

10. Review of the Council's Constitution - Recommendations of the Constitution Review Working Group

145 - 156

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 relating to the introduction of budget and policy framework procedure rules.

Any recommendations arising from the Committee shall be referred to full

Council for adoption.

11. Forward Plan - Indicative for the 2024/25 municipal year

157 - 160

This report sets out the indicative list of reports to be considered by the Audit & Governance Committee for the 2024/25 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.