

Notice of Audit and Governance Committee



Date: Thursday, 27 February 2025 at 6.00 pm

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

Membership:

Chair:

Cllr M Andrews

Vice Chair:

Cllr E Connolly

Cllr S Armstrong
Cllr J Beesley
Cllr P Broadhead

Cllr M Phipps
Cllr V Slade
Cllr M Tarling

Cllr C Weight

Independent persons:

Lindy 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=6327>

If you would like any further information on the items to be considered at the meeting please contact: Jill Holyoake on 01202 127564 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 February 2025

**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 27 January 2025.

7 - 18

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 midday on Friday 23 February 2025 [midday 3 clear working days before the meeting].

The deadline for the submission of a statement is midday on Wednesday 26 February 2025 [midday the working day before the meeting].

The deadline for the submission of a petition is Thursday 13 February 2025 [10 working days before the meeting].

6. Recommendations from Overview and Scrutiny

To consider recommendations from the Overview and Scrutiny Board on items not otherwise included on the Audit and Governance Committee agenda.

19 - 20

ITEMS OF BUSINESS

7. **Performance Management, including business planning - Governance and reporting**

To receive a presentation on governance and reporting in relation to performance management, including business planning.

8. **Statement of Accounts 2023/24**

21 - 284

This report presents the final audited Statement of Accounts for 2023/24. The Committee is asked to review and approve the Accounts considering any comments received from the Audit and Governance Committee.

The report also contains the Audit Findings Report received from Grant Thornton and the Management Letter of Representation for review.

9. **Financial Regulations - Annual evolution for the financial year 2025/26**

285 - 354

Evolutionary changes to the Council's Financial Regulations are summarised in this report and shown in red text throughout the Financial Regulations document which is shown at Appendix A.

No material changes have been made to sections A to F and H of Financial Regulations. Some minor changes have been made in a small number of places to clarify existing arrangements and to make expectations explicitly clear.

Three changes have been made to Appendix 1, the Corporate Schedule of Financial Delegations at:

- EX13 Special severance payments, additional wording added to explicitly state each approver must ensure they follow statutory guidance in reaching a decision.
- New EX14 Approving any expenditure on external legal services – must be approved by the Monitoring Officer (or delegate).
- EA4 Accepting external funding, amended to ensure thresholds align to other parts of the Financial Regulations most notably CV1 capital virements.

It has been necessary to materially and substantially update Part G, Procurement and Contract Procedures of the Financial Regulations for 25/26, to reflect changes resulting from procurement regulations reform. The Council has very limited discretion or choice on the changes necessary. Changes include:

- 3h – clarification of the term 'turnover' in contracts for concessions.
- 5 - Procurement Decision Records (PDR's), cornerstone of good governance to explain decisions made during the procurement process.
- 6 – Pipeline, Procurement and Contract Management Team (PCM) to publish the Council's pipeline in the public domain.

- 9 – Preliminary Market Engagement, conflict of interest declarations must be made.
- 18 – Specifications, contracts over £5M must have at least 3 pre-defined key performance indicators.
- 22e – Competition requirements, between £30,000 and relevant threshold, local Financial Regulations should specify clearly the Council's 'normal expected' arrangements across the various categories of expenditure type, notwithstanding such arrangements may be varied by the PCM for good reason. This is instead of just a regulation that stated that the PCM will determine the most appropriate route to market.
- 22e and 22f – Competition requirements & public notices, PCM to publish opportunities in Find a Tender service via the Council's procurement system.
- 26 - Award notification, link to PDR and communication with successful and unsuccessful bidders.
- 27 - Contract register public domain information, stricter format, PCM to ensure compliance.
- 32 - Contract & Supplier Relationship Management, enhanced performance management expectations including compliance with key performance indicators and performance notices.
- 34 - Contract Termination, contract termination (ending) notices need to be made on Find a Tender service.

The PCM will determine, in the period between 24 February 2025 and 1 April 2025, whether legislation supersedes the current version of Financial Regulations, and any new wording, expectations and activity needs to apply.

10. Annual Evolution (for the 2025/26 financial year) of the 'Anti-Fraud & Corruption Policy', the 'Whistleblowing Policy', the 'Declaration of Interests, Gifts & Hospitality Policy' (for Officers) and the 'Regulation of Investigatory Powers Act (RIPA) & Investigatory Powers Act (IPA)'

355 - 456

An annual review of the Council's:

- Anti-Fraud & Corruption Policy,
- Whistleblowing Policy,
- Declaration of Interests, Gifts & Hospitality Policy (for Officers)
- Regulation of Investigatory Powers Act (RIPA) & Investigatory Powers Act (IPA) Policy

has taken place to ensure they are updated in line with best practice and legislation.

Some changes have been made to the Council's **Anti-Fraud & Corruption Policy** including an updated link to the new e-learning system, adding references to The Money Laundering and Terrorist Financing (High-Risk Countries) (Amendment) Regulations 2024 and the need for enhanced due diligence checks for high-risk customers, and the removal of

the reference and link to the CIPFA School Fraud Risk Assessment tool.

The **Whistleblowing Policy** has been reviewed and no changes are proposed to the policy as part of the annual evolution other than the version update for 2025/26.

Some minor changes have been made to the Council's **Declaration of Interests, Gifts & Hospitality Policy (for Officers)** including adding directorship as a business role example that requires declaring if there is a business relationship with the Council, clarifying that employees should not accept gifts from organisations the Council is receiving services from, providing reordered guidance on accepting incidental promotional items valued at less than £25, stating the definition of hospitality for this policy, adding guidance on the Council receiving and giving prizes, and also including a link on how to edit PDFs in MS Word on Forms 1 and 2.

The **Regulation of Investigatory Powers Act (RIPA) and Investigatory Powers Act (IPA) Policy** has been updated with some minor changes including adding reference and a link to [Investigatory Powers \(Amendment\) Act 2024](#), and also including brief guidance on use of technology (including artificial intelligence) with regard to surveillance.

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