

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Audit and Governance Committee (to be confirmed at the next meeting)

**Date:** Monday, 25 November 2019

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** J E Butts (Chairman)

**Councillor** S D Martin (Vice-Chairman)

**Councillors:** P J Davies, T Davies, Mrs T L Ellis and J G Kelly

**Also Present:** I Bastable, J S Forrest, S Cunningham and Mrs K K Trott (for Item 7)



**1. APOLOGIES**

An apology of absence was received from Councillor Mrs C Heneghan.

**2. MINUTES**

RESOLVED that the Minutes from the Audit and Governance Committee meeting held on the 23 September 2019 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements made at this meeting.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. EXCLUSION OF PUBLIC AND PRESS**

RESOLVED that in accordance with the Local Government Act 1972 the Public and Press were excluded, as the Committee considered that it is not in the public interest to consider the matter in public on the grounds that the presentation on Cyber Security will disclose exempt information, as defined in Paragraph 3 of Part 1 of the schedule 12A of the Local Government Act.

**7. RISK MANAGEMENT - CYBER SECURITY**

The Committee considered a confidential presentation on the Council's Cyber Security Risks Management arrangements delivered by the Technical Infrastructure Manager.

At the invitation of the Chairman Councillors I Bastable, Mrs K Trott, J Forrest S Cunningham joined in discussions on this item.

RESOLVED that the Committee noted the contents of the presentation.

**THE MEETING CONTINUED IN PUBLIC SESSION**

**8. TREASURY MANAGEMENT PROGRESS REPORT**

The Committee considered a report by the Deputy Chief Executive Officer which sets out the mid-year review of the treasury management activity up to 30 September 2019.

RESOLVED that the Committee notes the contents of the report.

## **9. CONSTITUTION ANNUAL REVIEW**

The Committee considered a report by the Deputy Monitoring Officer which provided the annual review of the Council's Constitution.

The Committee discussed the Standing Orders with Respect of Meetings and asked for clarification regarding Standing Order 14. The Committee asked for more details on the procedure for giving notice of a Motion to Council and also the process to enable Members to request an item to be considered at one of the Council's Committees or Scrutiny Panels. The Deputy Monitoring Officer explained the procedure to Members and the difference between Council and Executive Functions. The Committee asked that a diagram be circulated to assist Members with this process.

The Chairman requested that an item be added to the Committee's March 2020 meeting agenda, on Members rights to request that an item be considered at a meeting which falls within the Council's Committee Structure.

RESOLVED that the Committee: -

- (a) notes the contents of the report;
- (b) requested that an item be added to the March 2020 agenda, on Members rights to request that an item be considered at a meeting which falls within the Council's Committee Structure.
- (c) agrees the amendments to the Standing Orders with Respect to Meetings as set out in Appendix B;
- (d) agrees the amendments to the Scheme of Delegation to Officers as set out in Appendix C;
- (e) agrees the deletion of the Part 3 – Chapter 12 – Deputation Scheme; and
- (f) recommends the amendments at (c), (d) and (e) to Council for approval.

## **10. INTERNAL AUDIT PROGRESS REPORT**

The Committee considered a report by the Head of Finance and Audit on Internal Audit Progress for 2019/20.

The Committee again raised concerns with regards to the outstanding audits on this year's plans. The Committee suggested that the Head of Finance and Audit consider closing off some of the audits that she is confident she has enough assurance to form an opinion. The Chairman requested that when this report is brought back to the Committee in March, work has been done to investigate those audits which can now be closed, without being fully completed, with a brief rationale to explain why for each audit.

RESOLVED that the Committee: -

- (a) notes the Internal Audit's progress for 2019/20 to date; and
- (b) request that when this report is brought back to the Committee in March, work has been done to investigate those audits which can be closed without being fully completed, with a brief rationale to explain why for each audit.

## **11. REVIEW OF WORK PROGRAMME**

The Committee considered a report by the Head of Finance and Audit which reviews the Committee's Work Programme for 2019/20.

RESOLVED that, with the addition of an item being added to the March 2020 meeting, on Members rights to request an item be considered at a meeting which falls within the Council's Committee Structure, the Committee's Work Programme for 2019/20, be approved.

(The meeting started at 6.00 pm  
and ended at 7.45 pm).