

---

GOVERNANCE COMMITTEE  
MINUTES OF THE MEETING HELD ON 16 DECEMBER 2013

---

Present: Councillors Furnell (Chair), Daunt, Inglis (Except Minute 20), Keogh (Vice-Chair), Laming (Except Minute 20), Parnell and Thorpe

Independent Members: Mr D Blake and Mr G Wilkinson

20. **MINUTES OF PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

**RESOLVED:** that the minutes for the Committee meeting on 23<sup>rd</sup> September 2013 be approved and signed as a correct record.

It was noted that a progress report would be brought to the February meeting regarding Non Residential Care Contributions.

21. **SOUTHAMPTON CITY COUNCIL COMPLAINTS 2012/13**

The Committee received and noted the report of the Head of Legal and Democratic Services regarding Complaints received and processed during 2012/13.

It was noted that the Complaints process had been streamlined since the Complaints Review came into effect on 1<sup>st</sup> July 2013. It was highlighted that the Complaints Team was now fully staffed and that the Council continued to perform well in comparison with other similar Unitary Authorities in the south.

22. **RISK MANAGEMENT FRAMEWORK AND REPORTING**

The Committee received and noted the report of the Chief Financial Officer regarding the Risk Management Framework, the Strategic Risks for 2013-14 as set out in Appendix 1 and the Summary of Directorate Risk Registers as set out in Appendix 2 of the report.

It was agreed that future reports should include a “progress” and “previous assurance level” column.

23. **REVISIONS TO THE CONSTITUTION**

The Committee considered the report of the Head of Legal and Democratic Services seeking approval to recommend to Council (i) revisions to the Member and Officer Protocol and (ii) proposals regarding call ins post election.

**RESOLVED** that:-

- (i) the work undertaken by officers since the Council Meeting on 25 April 2013 in relation to revisions to the Media Protocol as set out in Appendix 1, and to Member training, be noted;
- (ii) the progress made on revised member training arrangements be noted and that the recommendations to Council to accept the revisions to the Member and Officer Protocol as set out in Appendix 2 of the report be approved; and
- (iii) the recommendations to Council regarding proposals regarding call ins post elections as set out in the report be approved.

24. **ANTI FRAUD AND CORRUPTION POLICY STATEMENT AND STRATEGY**

The Committee considered the report of the Chief Internal Auditor seeking approval of the Anti Fraud and Corruption Policy Statement and Strategy.

**RESOLVED** that the Anti Fraud and Corruption Policy Statement and Strategy be approved.

25. **EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT**

The Committee considered the report of the Chief Internal Auditor seeking approval of the review conducted in assessing the Effectiveness of the System of Internal Audit and endorsement of the action plan generated from the assessment against the Public Sector Internal Audit Standards and Local Government Application Note.

**RESOLVED** that:-

- (iv) the review in assessing the Effectiveness of the System of Internal Audit be approved; and
- (v) the action plan generated from the assessment against the Public Sector Internal Audit Standards and Local Government Application Note be endorsed.

26. **EXTERNAL AUDIT ANNUAL AUDIT LETTER**

The Committee received and noted the report of the Chief Internal Auditor regarding the External Auditors Annual Audit Letter.

It was noted that Mike Bowers was to be reassigned to other Ernst and Young audit functions and Kevin Suter was introduced as the new Ernst and Young Audit Manager. The Chair thanked Mike Bowers for all his work.