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GOVERNANCE COMMITTEE  
MINUTES OF THE MEETING HELD ON 25 APRIL 2016

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Present: Councillors Barnes-Andrews (Chair), Daunt, Inglis, Jordan and Noon

Apologies: Councillors Keogh

35. **STATEMENT FROM THE CHAIR**

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

**RESOLVED:** that the minutes of the meeting held on 8<sup>th</sup> February 2016 be approved and signed as a correct record.

37. **ANNUAL REVIEW OF THE CONSTITUTION**

The Committee considered the report of Service Director Legal and Governance detailing the annual review of the Constitution. The Committee noted that proposed changes included revisions to the Officer Scheme of Delegation, the addition of a Council Procedure Rule in relation to Honorary Alderman, minor practical revisions to the Civic and Ceremonial Protocol and an addition to the Access to Information Procedure Rules.

**RESOLVED** that the proposed changes be recommended to Council for adoption.

38. **CODE OF CORPORATE GOVERNANCE - ANNUAL REVIEW**

The Committee considered the report of Service Director Legal and Governance detailing the Code of Corporate Governance setting out the commitment of Southampton City Council to continue to uphold the highest possible standards of good governance.

**RESOLVED**

- (i) that the updated Code of Corporate Governance be approved; and
- (ii) the Committee receive a further report following the publication of the updated CIPFA guidance.

39. **INTERNAL AUDIT PROGRESS REPORT (MARCH 2016)**

The Committee received and noted the report of the Chief Internal Auditor detailing the Internal Audit Progress Report for the period to March 2016 and the summary of activities as detailed in the appendix to the report. The Committee also noted that those activities that were outstanding had now been completed.

40. **INTERNAL AUDIT PLAN 2016-17**

The Committee considered the report of the Chief Internal Auditor detailing the proposed Internal Audit Plan for 2016-17. The Committee noted the plan would remain fluid and subject to ongoing review and amendment following consultation with the relevant Service Directors and Audit Sponsors to ensure it continued to reflect the needs of the Council.

**RESOLVED** that the Internal Audit Plan for 2016-17 as detailed in the appendix to the report be approved.

41. **INTERNAL AUDIT CHARTER 2016-17**

The Committee considered the report of the Chief Internal Auditor detailing the Internal Audit Charter 2016-17. The Committee noted that the internal audit charter was a formal document that defined internal audits purpose, authority and responsibility.

**RESOLVED** that the Internal Audit Charter 2016-17 as detailed in the appendix to the report be approved.

42. **EXTERNAL AUDIT PLAN YEAR ENDING 31 MARCH 2016**

The Committee received and noted the report of the Chief Internal Auditor detailing the External Audit Plan for the year ending 31<sup>st</sup> March 2016. The Committee noted that the plan summarised the external auditor's initial assessment of the key risks driving the development of an effective audit for the Council and outlined their planned audit strategy in response to those risks.