
GOVERNANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 10 JUNE 2019

Present: Councillors Keogh (Chair), Kataria, White, G Galton and Professor Margetts

Apologies: Councillors Harwood

1. **ELECTION OF VICE-CHAIR**

RESOLVED: Councillor Kataria be appointed as Vice-Chair for the 2019/20 Municipal Year.

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

RESOLVED: that the minutes for the Committee meeting on 15th April 2019 and the Extraordinary Meeting on 14th May 2019 be approved and signed as a correct record.

3. **FREEDOM OF INFORMATION, DATA PROTECTION & REGULATION OF INVESTIGATORY POWERS ACTS: ANNUAL REVIEW 2018-19**

The Committee received and noted the report of the Director of Legal and Governance detailing the Freedom of Information, Data Protection and Regulation of Investigatory Powers Acts Annual Review 2018-19. The report provided statistical information for the financial year 2018-19 with regard to information governance and requests received under the Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations 2004 (EIR), the General Data Protection Regulation (GDPR) and the Council's activity under the Regulation of Investigatory Powers Act 2000 (RIPA).

4. **HR QUARTERLY STATISTICS**

The Committee received and noted the report of the Service Director Human Resources and Organisational Development detailing Quarter 4 2018/9 HR statistics. The Committee requested that in relation to the sickness monitoring that evidence of the action plan that is in place is included in the quarterly reports and that a more detailed sickness specific report be submitted to a future meeting.

5. **REVIEW OF PRUDENTIAL LIMITS AND TREASURY MANAGEMENT OUTTURN 2018/19**

The Committee considered the report of the Interim Service Director of Finance and Commercialisation detailing the review of Prudential Limits and Treasury Management Outturn 2018/19. The Committee also noted that a provisional date for Mandatory Treasury Management for all Elected Members was being sought with Arling Close who were the Local Authority's Treasury Management Advisors.

RESOLVED:

- (i) That the Treasury Management (TM) activities for 2018/19 and the outturn on the Prudential Indicators be noted;
- (ii) That the continued proactive approach to TM had led to reductions in borrowing costs and safeguarded investment income during the year be noted;

- (iii) That the delegated authority to the S151 Officer to make any future changes which benefited the authority and to report back at the next Treasury update be continued;
- (iv) That due to the timing of this report, changes may still be required following the finalisation of capital and revenue budgets and therefore any significant changes to this report would be highlighted in the final version that was presented to Full Council.

6. **DRAFT FINANCIAL STATEMENTS FOR 2018/19**

The Committee received and noted the report of the Interim Service Director of Finance and Commercialisation (S151) Officer providing an overview of the 2018/19 Draft Financial Statements in accordance with the Accounts and Audit Regulations 2015. The Committee noted that the Financial Statements 2018/19 were signed by the (S151) Officer on 15 May 2019 which was earlier than the statutory requirement to have the statements signed by the 31 May 2019.

It was also noted that the audited Financial Statements for 2018/19 would be presented to the Committee on 29th July 2019 for approval.

7. **ANNUAL GOVERNANCE STATEMENT**

The Committee received and noted the report of the Interim Service Director Finance and Commercialisation detailing the Annual Governance Statement in accordance with the Accounts and Audit Regulations the Council was required to develop and publish. The Annual Governance Statement reports on the extent to which the Council has complied with its Code of Corporate Governance, including how it had monitored and evaluated the effectiveness of its governance arrangements in the year and on any planned changes in the coming period.

8. **INTERNAL AUDIT PROGRESS REPORT 2018-19**

The Committee received and noted the report of the Chief Internal Auditor detailing the Internal Audit Progress report for the period 1st April to 30th May 2019. The Panel particularly noted the “no assurance” that had been given in relation to the mobile devices audit and the action plan and new policy that had now been put in place to deal with the situation. It was noted that there would be a follow up after October 2019 which was the latest implementation date within the action plan.

9. **EXTERNAL AUDIT FEE LETTER FOR YEAR ENDING 31ST MARCH 2019**

The Committee received and noted the External Audit Fee Letter for the Year Ending 31 March 2020 as detailed in the appendix to the report which confirmed the audit work that was proposed to be undertaken for the 2019/20 financial year at Southampton City Council.