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**GOVERNANCE COMMITTEE**  
**MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2020**

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**Present:** Councillors Keogh, Kataria, G Galton, Harwood, Professor Margetts, White and Windle

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

**RESOLVED:** that the minutes for the Committee meeting on 27<sup>th</sup> July 2020 be approved and signed as a correct record.

13. **ANNUAL REPORT ON MEMBERS' CODE OF CONDUCT**

The Committee received and noted the report of the Deputy Chief Executive detailing the Annual Report on the Members' Code of Conduct.

The Committee noted that there had been no formal complaints received regarding Councillors in 2019/20 that required preliminary investigation.

The Committee also noted the key recommendations of a report from the Committee on Standards in Public Life which was published in January 2019 and the Local Government Associations Draft Model Code of Conduct as detailed in Appendix 1 of the report. In conclusion the Committee noted that the proposed changes were not significant, and the Council's adopted Code of Conduct had worked well to date therefore no changes were considered necessary at this time but would be reviewed when a final model Code was provided.

14. **WORKFORCE DATA REPORT**

The Committee considered the report of the Deputy Chief Executive detailing workforce data which had been requested by the Committee following the Annual Governance Statement being presented which highlighted the value of diversity across the Authority.

The Committee noted that workforce data relied on personal submission from staff and whilst an exercise had taken place to collect up to date information as part of the transition to Business World many staff elected not to disclose ethnicity and or disability therefore the overall picture was an indicative snapshot.

**RESOLVED:** That as part of the Annual Governance Statement, valuing diversity across the Authority was recognised as a key feature and the Committee in supporting this requested a six-month progress report on workforce data.

15. **INTERNAL AUDIT PROGRESS REPORT 2020-21**

The Committee received and noted the report of the Chief Internal Auditor detailing the Internal Audit Progress Report for the period 1<sup>st</sup> April – 14<sup>th</sup> September 2020.

The Committee noted that the audit plan would be more fluid this year to take account of any impact from the Covid-19 Pandemic and particularly noted the positive news in that five of the follow up audits had received higher levels of assurance.

The Committee requested that copies of the Accounts Payable and Project Governance audits be shared with Members outside of the meeting.

16. **EXCLUSION OF THE PRESS AND THE PUBLIC**

RESOLVED: that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained therein, the press and public be excluded from the meeting in respect of the appendix to the following item based on Categories 7(A) of Paragraph 10.4 of the Access to Information Procedure Rules.

The information contained therein was exempt as it contained information about Council Contracts and Contractors which may be deemed to be confidential and commercially sensitive. Having applied the public interest test it was not appropriate to disclose this information.

17. **STRATEGIC CONTRACTS ANNUAL REPORT**

The Committee received and noted the report of the Executive Director of Finance and Commercialisation detailing the Strategic Contracts Annual Report to the period April 2020 as detailed in the confidential appendix to the report.

The Committee moved into confidential session at the commencement of this item in order to have a full debate.