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**GOVERNANCE COMMITTEE**  
**MINUTES OF THE MEETING HELD ON 26 JULY 2021**

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**Present:** Councillors Bunday, Fuller (Chair), D Galton, Magee, Shields, J Payne and Leggett

1. **ELECTION OF VICE-CHAIR**

**RESOLVED** that Councillor D Galton be appointed as Vice-Chair for the 2021/22 Municipal Year.

2. **DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

Councillor Shields declared a personal interest, as a previous employee, regarding any pension scheme discussions for items on the agenda, but he continued to take part in all discussions at the meeting.

3. **STATEMENT FROM THE CHAIR**

The Chair noted that since the beginning of the current municipal year, all Committee members were new to the Governance Committee and he stated that the Schedule of Reports to be submitted to the Committee would be reviewed over forthcoming months.

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

**RESOLVED:** that the minutes for the Committee meeting on 19 April 2021 be approved and signed as a correct record.

5. **WORKFORCE DATA AND HR QUARTERLY STATISTICS**

The Committee received and noted the report of the Service Director, Human Resources and Organisational Development detailing workforce data and quarterly statistics relating to employment data.

The Committee particularly noted the downward trend of sickness levels (7.43 days per employee) which was below the sector average (8 days). An enquiry was made regarding how many staff were on long term sick and this was subsequently reported as being 58 employees (1.6% of the workforce) and it was noted that all these staff were being overseen by HR Business Partners with the relevant manager to have a return to work plan. This figure included planned absence such as major operations as well as unanticipated illness.

It was agreed that this report could, in future, become an annual report and therefore the next report would be due at the July 2022 meeting.

6. **PROJECTS AND PROGRAMMES SIX MONTHLY REPORT**

The Committee received and noted the report of the Deputy Chief Executive outlining an update on key projects and programmes as detailed in the Corporate Plan 2020-25. It was noted that future reports would be reflective of the revised 2021-25 Corporate Plan which Council had approved on 21 July 2021.

7. **ANNUAL GOVERNANCE STATEMENT**

The Committee received and noted the report of the Executive Director Finance and Commercialisation seeking to review the draft Annual Governance Statement 2020-21 and to note the status of the 2019-2020 Annual Governance Statement Action Plan.

It was noted that a statement showing the impact of the pandemic on Governance matters would be drafted and inserted into Appendix 2.

8. **DRAFT STATEMENT OF ACCOUNTS 2020-21**

The Committee received and noted the report of the Executive Director Finance and Commercialisation detailing the draft Statement of Accounts 2020-21 and noting that the audited Statement of Accounts 2020-21 would be submitted to the next Governance meeting for approval.

In response to questions seeking further information regarding the Council's Performance Indicators, it was noted that Committee Members could submit their queries separately to the Financial Planning and Management Manager, outside the meeting, and they would receive an individual response.

9. **ANNUAL INTERNAL AUDIT OPINION 2020-21**

The Committee received and noted the report of the Chief Internal Auditor detailing the Annual Internal Audit Opinion 2020-21 and the service action plans.

The Committee noted that the level of "limited" reviews had decreased from the previous year which indicated that improvements were continuing and the effectiveness of the internal control environment was improving, despite the difficult year with the pandemic.

10. **REVIEW OF PRUDENTIAL LIMITS AND TREASURY MANAGEMENT OUTTURN 2020/21**

The Committee considered and noted the report of the Director of Finance and Commercialisation detailing a review of the Prudential Limits and Treasury Management Outturn 2020/21.

**RESOLVED:**

- (i) That the Treasury Management activities for 2020/21 and the outturn on the Prudential Indicators be noted;
- (ii) That the continued proactive approach to treasury management which led to reductions in borrowing costs and safeguarding investment income during the year be noted; and
- (iii) That delegated authority continue to be given to the S151 officer to make any future changes which benefitted the authority and to report back at the next treasury update.

11. **2020/21 EXTERNAL AUDIT PLAN**

The Committee received and noted the report of the External Auditor detailing the 2020/21 Audit Plan.