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**GOVERNANCE COMMITTEE**  
**MINUTES OF THE MEETING HELD ON 4 OCTOBER 2021**

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**Present:** Councillors Fuller (Chair), Bunday, D Galton, Magee, Shields and Stead

**Apologies:** Councillor Leggett

12. **APOLOGIES**

Apologies were received from Councillor Leggett.

It was noted that following receipt of the temporary resignation of Councillor J Payne from the Committee the Service Director Legal and Business Operations acting under delegated powers, had appointed Councillor Stead to replace them for the purposes of this meeting.

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

**RESOLVED:** that the minutes for the Committee meeting on 26 July 2021 be approved and signed as a correct record.

14. **FREEDOM OF INFORMATION, DATA PROTECTION & REGULATION OF INVESTIGATORY POWERS ACTS: ANNUAL REVIEW 2020-21**

The Committee received and noted the report of the Service Director, Legal and Business Operations detailing the statistical information for the financial year 2020-21 with regards to information governance.

The Committee particularly noted that despite the report covering the year of a pandemic, performance had remained good. The Committee asked for the following action:

- Future reports to have percentages for both positive and negative points;
- To be informed, separately, regarding details of paragraph 33;
- To be informed, separately, regarding details of outcomes regarding paragraphs 15, 17, 32;
- Future reports to show the range of times taken to respond, with some examples, rather than the average time.

15. **ANNUAL GOVERNANCE STATEMENT 2020-21**

The Committee considered and noted the report of the Executive Director Finance and Commercialisation and Section 151 Officer seeking to review and approve the draft Annual Governance Statement 2020-21.

The Committee asked for more information, to be provided outside the meeting, regarding the People's Panel.

**RESOLVED:** that the draft Annual Governance Statement 2020-21 be approved.

16. **ANNUAL REPORT ON THE MEMBERS' CODE OF CONDUCT**

The Committee received and noted the report of the Service Director, Legal and Business Operations detailing the annual report on Members Code of Conduct.

The Committee noted that there had been three formal written complaints received regarding Councillors in 2020/21 that required preliminary investigation.

17. **EXTERNAL AUDIT - 2020/21 AUDIT RESULTS REPORT**

The Committee considered the report of the External Auditor summarising the findings from the 2020/21 Audit, including the Letter of Representation.

The Committee asked that future reports contain more detailed explanation around percentage figures to enable easier understanding and to put the figures in context.

**RESOLVED:**

- (i) That the external auditor's Audit Results Report as detailed in the appendix of the report be approved; and
- (ii) That the letter of representation be approved.

18. **STATEMENT OF ACCOUNTS 2020/21**

The Committee considered the report of the Executive Director Finance and Commercialism and S151 Officer seeking approval of the Statement of Accounts 2020/21 and changes made to the draft accounts identified during the audit.

The Committee asked for further clarification of the word "Salaries" used in the table on page 193 of the pack under Members' Allowances.

**RESOLVED:**

- (i) That the changes to the Statement of Accounts 2020/21 as a result of the annual audit as detailed in paragraphs 5 to 7 in the report and appendix 1 be noted;
- (ii) That the audited Statement of Accounts 2020/21 be approved;
- (iii) That the rationale for not correcting the audit difference relating to the valuation of Property, Plant and Equipment (PPE) not revalued within the year and the net pension liability as set out in paragraph 8 to 10 be approved; and
- (iv) That approval be given for the Executive Director Finance and Commercialism and S151 Officer, in consultation with the Chair of Governance Committee, to make further minor changes to the Statement of Accounts 2020/21 that may arise during completion of the audit.