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**GOVERNANCE COMMITTEE**  
**MINUTES OF THE MEETING HELD ON 27 JULY 2020**

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

**Apologies:** Councillors White

1. **APOLOGIES**

Apologies were received from Councillor White.

2. **ELECTION OF CHAIR AND VICE-CHAIR**

**RESOLVED** that Councillor Keogh be appointed as Chair and Councillor Kataria be appointed as Vice-Chair for the 2020/21 Municipal Year.

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

**RESOLVED:** that the minutes for the Committee meeting on 10<sup>th</sup> February, 2020 be approved and signed as a correct record.

4. **ANNUAL GOVERNANCE STATEMENT**

The Committee considered the report of the Executive Director Finance and Commercialisation seeking to review the draft Annual Governance Statement 2019-20 and to note the status of the 2018-19 Annual Governance Statement Action Plan.

**RESOLVED** that the Committee receive a comprehensive breakdown of the workforce characteristics demonstrating the value of diversity and equality across the Authority in order to support the current recruitment and retention of staff and succession planning.

5. **DRAFT STATEMENT OF ACCOUNTS 2019/20**

The Committee received and noted the report of the Executive Director Finance and Commercialisation detailing the draft Annual Governance Statement 2019-20 and the status of the 2018-19 Annual Governance Statement Action Plan.

The Committee discussed with officers how the information was produced with a request that a high level summary was produced for Members and residents alike in the future.

6. **EXTERNAL AUDIT - 2019/20 AUDIT PLAN UPDATE**

The Committee received and note the report of the External Auditor detailing the 2019/20 Audit Plan Update.

The Committee noted that there were no expected delays within the Audit Plan this year and that the report would be brought back to Committee at the September meeting.

7. **ANNUAL INTERNAL AUDIT OPINION 2019-20**

The Committee received and noted the report of the Chief Internal Auditor detailing the Annual Internal Audit Opinion 2019-20.

8. **ANNUAL INTERNAL AUDIT PLAN 2020-21**

The Committee received the Annual Internal Audit Plan 2020-21. In particular, it was noted that due to the level of resource lost during the period March 2020 to June 2020 the Audit Plan of assignments was reduced compared to the previous year to reflect the available resources, both in-house and client based as well as the Councils immediate priorities. The reduction had been conducted based on a re-evaluation of the risk level of the activity and an assessment of the requirements of the Council over the coming months.

9. **REVIEW OF PRUDENTIAL LIMITS AND TREASURY MANAGEMENT OUTTURN 2019-20**

The Committee considered and noted the report of the Director of Finance and Commercialisation (S151 Officer) detailing a review of the Prudential Limits and Treasury Management Outturn 2019-20.

10. **PROJECTS AND PROGRAMMES REVIEW**

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. In particular the Committee requested 6 monthly reviews on Bitterne Community Hub, Outdoor Sports Centre and the Mayflower Quarter.

11. **FREEDOM OF INFORMATION, DATA PROTECTION AND REGULATION OF INVESTIGATORY POWERS ACTS: ANNUAL REVIEW 2019-20**

The Committee received and noted the Freedom of Information, Data Protection and Regulation and Investigatory Powers Acts Annual Review for 2019-20. Following discussion on how the information was presented, it was agreed current figures would be made available to the Committee and future information would be reported in a clearer format for consideration.