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**28 March 2012**

## **S U M M O N S**

**MEETING:** Standards and Governance Committee  
**DATE:** 05 April 2012  
**TIME:** 6.00 p.m.  
**PLACE:** Committee Room 1, Town Hall, Gosport  
**Democratic Services contact:** Geoff Rawling

LINDA EDWARDS  
BOROUGH SOLICITOR

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### **MEMBERS OF THE COMMITTEE**

Mr R V Perry  
(Independent Member)

Councillor Chegwyn  
Councillor Mrs Forder  
Councillor Jessop

Councillor Philpott  
Councillor Scard  
Councillor Wright

### **FIRE PRECAUTIONS**

(To be read from the Chair if members of the public are present)

**In the event of the fire alarm being activated, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.**

**IMPORTANT NOTICE:**

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

**NOTE:**

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Committee wishes to speak at the meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

## **AGENDA**

RECOMMENDED  
MINUTE  
FORMAT

### **PART A ITEMS**

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

*All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.*

3. MINUTES

*To approve as a correct record the Minutes of the Committee meeting held on 13 December 2011 (copy attached)*

4. DEPUTATIONS – STANDING ORDER 3.5

*(NOTE: The Committee is required to receive a deputation(s) on a matter which is before the meeting of the Committee provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Tuesday, 3 April 2012. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).*

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

*(NOTE: The Committee is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Committee provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Tuesday, 3 April 2012).*

6. INTERNAL AUDIT PLAN 2012/13

Part II

*This report provides the Standards and Governance Committee with the planned annual coverage of Internal Audit resources for 2012/13.*

Contact Officer:  
Chris Davis  
Ext 5306

7. STANDARDS AND GOVERNANCE COMMITTEE WORKPLAN

Part II

*Workplan attached.*

Contact Officer:  
Linda Edwards  
Ext 5401

8. ANY OTHER ITEMS

*-which by reason of special circumstances the Chairman considers should be considered as a matter of urgency*

## AGENDA ITEM NO. 6

<b>Committee:</b>	<b>Standards &amp; Governance Committee</b>
<b>Date of Meeting:</b>	<b>5 April 2012</b>
<b>Title:</b>	<b>Internal Audit Plan 2012/13</b>
<b>Author:</b>	<b>Head of Internal Audit &amp; Risk Assurance</b>
<b>Status:</b>	<b>For Decision</b>

### **Purpose**

This report provides the Standards and Governance Committee with the planned annual coverage of Internal Audit resources for 2012/13.

### **Recommendation**

That the Standards and Governance Committee agree without amendment the 2012/13 Internal Audit Plan as attached in Appendix One.

### **1 Background**

- 1.1 The plan has been developed after brief consultation with Service Unit Managers as well as discussing issues with those who retired in the year as well as reviewing the three year strategic audit and assessing the Council's strategic risk register. Further consultation with our External Auditors is planned later this month to ensure there is no duplication of audit resource (both internal and external) in the forthcoming year. Developing this year audit plan has again been challenging with significant structural changes within the Council over the last 12 months. It is pleasing to report that there will be stability in resources over the coming year with the Principal Audit reverting to full-time at Gosport. This has been taken into account within the planned internal audit coverage for 2012/13. A number of risk profiles have been affected due to the current economic climate, recent staff turnover and merging of services into new Units.

### **2 Report**

- 2.1 The annual audit plan is based on 4.31 WTE internal staff and highlights the key components of the planned output from Internal Audit for 2012/13. Future quarterly monitoring reports will be scheduled (included in the Committee's work plan) for Members throughout the year to compare actual versus planned coverage for the forthcoming year.

2.2 The Internal Audit Plan also includes for a maximum of 20 days IT Audit specialist (covered within the annual internal audit budget) that continues to be shared with Portsmouth City Council.

2.3 The 2012/13 internal audit plan allows for a maximum of 130 (227 days in 11/12) audit days to be shared, under the current arrangement, to support Eastleigh Borough Council in delivering their audit plan. This is a decrease of approximately 97 days (covered for maternity leave at the Principal Auditor level at Eastleigh). The shared resources will generate approximately £40K in the year. It's planned that audit resources will be allocated to Eastleigh Borough Council in the following way:-

Quarter	Head of Audit (days)
Q1 (Apr–Jun)	32.50
Q2 (Jul - Sep)	32.50
Q3 (Oct – Dec)	32.50
Q4 (Jan – Mar)	32.50

### **3 Risk Assessment**

3.1 The work performed by Internal Audit assists in reducing the overall risk exposure in the Council's operations and provides a degree of support to management in placing reliance on the adequacy of controls within their Services.

### **4 Conclusion**

4.1 This report outlines the planned internal audit coverage for 2012/13.

<b>Financial Services comments:</b>	None
<b>Legal Services comments:</b>	None
<b>Service Improvement Plan implications:</b>	The annual plan is part of the Sections improvement plan and regular monitoring features as the operational plan for which the section is scrutinised both externally (Audit Commission) and internally (by the Standards & Governance Committee).
<b>Corporate Plan:</b>	The Internal Audit coverage supports all Council Services in pursuit of their overall corporate objectives.
<b>Risk Assessment:</b>	See Section 3
<b>Background papers:</b>	None
<b>Appendices/Enclosures:</b>	Appendix One – Internal Audit Plan 2012/13
<b>Report author/ Lead Officer:</b>	Chris Davis 023 9254 5306

## **Appendix One**

<b>Service Unit/ Audit Area</b>	<b>Planned Audit Days 2012/13</b>
<b>Financial Services</b>	<b>130</b>
<b>Legal, Democratic &amp; Planning Services</b>	<b>23.75</b>
<b>Chief Executives</b>	<b>94.25</b>
<b>Community &amp; Customer Services</b>	<b>139.50</b>
<b>Housing Services</b>	<b>114.50</b>
<b>Management/VFM Reviews</b>	<b>86.50</b>
<b>Eastleigh Borough Council</b>	<b>130</b>
<b>Contingency</b>	<b>45</b>
<b>Total</b>	<b>875.25</b>

## AGENDA ITEM NO. 7

### **STANDARDS AND GOVERNANCE COMMITTEE WORKPLAN** **AS AT 5 APRIL 2012**

Work Area	Report To Committee	Lead Officer
Work Plan	Standing Item	
Complaints (Min No 37 refers (S & G Cttee 13 Dec 11))	TBA	
Certification of Claims and Returns – Annual Report 2010/11 ( <b>for information</b> )	April 12	Audit Commission
External Audit briefing ( <b>for information</b> )	April 12	Audit Commission
Internal Audit Plan 2012/13	April 12	Chris Davis
Update on Standards & Governance	June 12	Linda Edwards
<b>Note:</b> Whilst the Standards Board for England has been abolished the new standards regime is not expected to be in force until July 2012. However many of the necessary details which are to be included in Regulations, Orders and Guidance are still not available.		
Audit Plan	June 12	Audit Commission
Local Government Ombudsman: Annual Review 2011/12	Sept 12	Linda Edwards
Annual Governance Report	Sept 12	Audit Commission
Annual Audit Letter	Nov 12	Audit Commission