

Meeting	Audit and Governance Committee
Date and Time	Tuesday, 8th March, 2022 at 6.30 pm.
Venue	Walton Suite, Winchester Guildhall

Note: *This meeting is being held in person at the location specified above. In line with relevant legislation and public health guidance the following arrangements apply. Members of the public should note that a live audio feed of the meeting will be available from the councils website (www.winchester.gov.uk) and the video recording will be publicly available on the council's YouTube channel shortly after the meeting.*

For members of the public and "visiting councillors" who are unable to utilise this facility a limited number of seats will be made available at the above named location however attendance must be notified to the council at least 3 clear working days before the meeting. Please note that priority will be given to those wishing to attend and address the meeting over those wishing to attend and observe.

AGENDA

PROCEDURAL ITEMS

- 1. Apologies and Deputy Members**
- 2. Disclosure of Interests**
To receive any disclosure of interests from Members and Officers in matters to be discussed.
Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.
- 3. Chairperson's Announcements**
- 4. Minutes of the previous meeting of the Audit and Governance Committee held on 16 December 2021 (Pages 7 - 10)**



BUSINESS ITEMS

5. **Public Participation**

To receive and note questions asked and statements made from members of the public on matters which fall within the remit of the Committee..

Members of the public and visiting councillors may speak at this Committee, provided they have registered to speak three working days in advance. Please contact Democratic Services **by 5pm on Wednesday 2 March 2022** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

6. **Auditor's annual report 2020/21 (AG70) (Pages 11 - 46)**

7. **Internal Audit Plan 2022/23 - 2024/25 (AG74) (Pages 47 - 64)**

8. **Internal Audit Charter 2022/23 (AG75) (Pages 65 - 78)**

9. **Planning for and the audit of the 2021/22 Accounts (AG71) (Pages 79 - 84)**

10. **Governance Quarterly Update Q3 2021/22 (AG68) (Pages 85 - 112)**

11. **Local Code of Governance 2022 (AG69) (Pages 113 - 146)**

12. **Risk Management Policy 2022/23 (AG073) (Pages 147 - 188)**

13. **To consider response to notice of motion referred to this Committee by Council on 12 January 2022 (full text of notice of motion & Council minute extract below)**

To consider the following Notice of Motion to be proposed by Councillor Godfrey and seconded by Councillor Horrill:

"This Council commits to clearly demonstrate that it is open and transparent in all its decision-making, specifically by:

- Properly consulting all councillors and the public before making any significant decisions about council projects or other major financial transactions.*
- Within 12 months of a decision being made, publishing without restriction all papers used to support decisions on projects and other major financial transactions that were marked as exempt from publication at the time of the decision unless Full Council decides that these papers should remain exempt for a further 12 months.*
- Recording the discussions, submissions and decisions at all meetings attended by any person outside Winchester City Council and, where*

those meetings relate to any decision made afterwards, for these records to be available to all councillors within 2 weeks and to the public within 12 months of the meeting unless Full Council decides that these papers should remain exempt for a further 12 months.

- *Stopping the use of Non-Disclosure Agreements that councillors have been required to sign before being able to see some Council or Committee papers and to cancel any indemnity clauses in such Non-Disclosure Agreements previously signed by serving Councillors.”*

Minute extract - Council, 12 January 2022

Councillor Godfrey introduced his Motion and Council then proceeded to ask questions and debate the Motion. In summary, the following matters were raised:

- *Some Members raised concern of the use of Non-Disclosure Agreements regarding exempt and confidential information that was required to be provided to Members as part of the decision making process.*
- *Other areas of the motion referred to the council being open and transparent in all its decision-making and it was highlighted that various improvements to this had included introduction of public questions at council, streaming and videoing meetings and regular open forum meetings.*
- *Some other areas of the motion may require further discussion regarding their legality and the practicality and resource implications although processes to review previously exempt information were already in place however their implementation had been delayed due to the pandemic.*

AMENDMENT – *Moved by Councillor Cutler and seconded by Councillor Thompson as follows (changes shown in bold):*

*“This Council **asks that the Audit and Governance Committee review that the Council commits to clearly demonstrate that it is open and transparent in its decision making, specifically by:***

- *Properly consulting all councillors and the public before making any significant decisions about council projects or other major financial transactions.*
- *Within 12 months of a decision being made, publishing without restriction all papers used to support decisions on projects and other major financial transactions that were marked as exempt from publication at the time of the decision unless Full Council decides that these papers should remain exempt for a further 12 months.*
- *Recording the discussions, submissions and decisions at all meetings attended by any person outside Winchester City Council and, where those meetings relate to any decision made afterwards, for these records to be available to all councillors within 2 weeks and to the public within 12 months of the meeting unless Full Council decides that*

these papers should remain exempt for a further 12 months.

- *Stopping the use of Non-Disclosure Agreements that councillors have been required to sign before being able to see some Council or Committee papers and to cancel any indemnity clauses in such Non-Disclosure Agreements previously signed by serving Councillors.*

And that in their considerations the Audit and Governance Committee review the legality, practicality and resource implications of these specific proposals.”

**L Kirkman
Strategic Director and Monitoring Officer**

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28 February 2022

Agenda Contact: Nancy Graham, Senior Democratic Services Officer
Tel: 01962 848 235 email: ngraham@winchester.gov.uk

**With the exception of exempt items, Agenda, reports and previous minutes are available on the Council's Website www.winchester.gov.uk*

MEMBERSHIP

Chairperson:

Power (Liberal Democrats)

Vice-Chairperson:

Bentote (Liberal Democrats)

Conservatives

Gemmell

Godfrey

Miller

Liberal Democrats

Becker

Craske

Laming

Deputy Members

Cunningham and Lumby

Bronk and Radcliffe

Quorum = 4 members

TERMS OF REFERENCE

Audit and Governance Committee – Included within the Council's Constitution (Part 2, Article 9)

PUBLIC PARTICIPATION

A public question and comment session is available at 6.30pm for a 15 minute period. There are few limitations on the questions you can ask. These relate to current applications, personal cases and confidential matters. Please contact Democratic Services on 01962 848 264 in advance of the meeting for further details. If there are no members of the public present at 6.30pm who wish to ask questions or make statements, then the meeting will commence.

NB members of the public are required to register with Democratic Services three clear working days before the meeting (see below for further details).

FILMING AND BROADCAST NOTIFICATION

This meeting will be recorded and broadcast live on the Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Access to Information Procedure Rules within the Council's Constitution for further information, which is available to view on the [Council's website](#).

DISABLED ACCESS:

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email democracy@winchester.gov.uk to ensure that the necessary arrangements are in place.