

Audit & Governance Committee

Mon 23 Jan
2012
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council's Website:
www.redditchbc.gov.uk

**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Denise Sunman
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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A “PERSONAL INTEREST” ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A “PREJUDICIAL INTEREST” ?

In general only if:-

- It is a personal interest and
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)

and
- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).

Audit & Governance Committee

23rd January 2012

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Bill Hartnett (Chair) Andrew Brazier
Rebecca Blake Malcolm Hall
(Vice-Chair) William Norton
Peter Anderson Luke Stephens
Michael Braley

1. Apologies	To receive the apologies of any Member who is unable to attend this meeting.
2. Declarations of Interest	To invite Councillors to declare any interests they may have in items on the agenda.
3. Minutes (Pages 1 - 4)	To confirm as a correct record the minutes of the meeting of the Audit and Governance Committee held on 15th November 2011. (Minutes attached)
4. Annual Audit Letter 2010/11 (Pages 5 - 20) Exec Director (Finance and Corporate Resources)	To consider the Audit Commission Annual Audit Letter for 2010/11 and to note the action to the recommendations. (Report attached) (All Wards);
5. Internal Audit - Provisional Audit Annual Plan 2012/13 (Pages 21 - 30) Worcestershire Internal Audit Shared Service Manager	To consider: a) the Redditch Borough Council Provisional Internal Audit Operational Plan for 2012/13 and b) the Internal Audit Shared Service's set of key performance indicators for 2012/13. (Report attached) (No Specific Ward Relevance);
6. Benefits Fraud Team - Annual Report Head of Finance and Resources	To consider the Annual Report of the Benefits Fraud Team. (Report to follow) (No Specific Ward Relevance);

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7. Treasury Management, Prudential Indicators and Minimum Revenue Provision 2012/13 Head of Finance and Resources	To consider the Treasury Management Strategy, Prudential Indicators and the Minimum Revenue Provision for the 2012/13 financial year prior to approval by full Council. (Report to follow) (No Specific Ward Relevance);
8. Committee Work Programme 2012 (Pages 31 - 32) Chief Executive	To consider the Work Programme for 2012 and make suggestions for any additions or amendments. (Report attached) (No Specific Ward Relevance);
9. Exclusion of the Public	Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged it may be necessary to move the following resolution: “that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve(s) the likely disclosure of exempt information as defined in of Part 1 of Schedule 12 (A) of the said Act, as amended.” [Subject to the “public interest” test, information relating to: • Para 1 – <u>any individual</u>; • Para 2 – the <u>identity of any individual</u>; • Para 3 – <u>financial or business affairs</u>; • Para 4 – <u>labour relations matters</u>; • Para 5 – <u>legal professional privilege</u>; • Para 6 – <u>a notice, order or direction</u>; • Para 7 – the <u>prevention, investigation or prosecution of crime</u>; may need to be considered as ‘exempt’.]

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10. Internal Audit - Interim Monitoring Report 2011/12

Worcestershire Internal
Audit Shared Service
Manager

To consider:

- a) the Internal Audit Interim Monitoring Report for the period 1st April to 31st December 2011; and
- b) the Revised Internal Audit Plan for 2011/12

(Report to follow)

(No Specific Ward Relevance);
