

# AGENDA

## **Membership of STANDARDS AND AUDIT COMMITTEE**

**Councillors:**

Tunde Ojetola (Chair)                      Martin Healy (Vice Chair)

Cathy Kent, Yash Gupta, Simon Wootton and Terry Hipsey

**Substitutes:**

Phil Anderson and Charlie Key

**Co-opted Member/s:** Jason Oliver, Rhona Long and Stephen Rosser

**Meeting:                      STANDARDS AND AUDIT COMMITTEE**

**Date:                              26 JUNE 2013**

**Time:                              7.00pm**

**Venue:                            COMMITTEE ROOM 1**

## **AUDIO RECORDING NOTICE**

Please note that this meeting may be recorded for transmission and publication on the Council's website. At the start of the meeting the Chair will confirm if all or part of the meeting is to be recorded.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's Information Management Policy.

Members of the public not wishing any speech or address to be recorded for publication to the Internet should contact Democratic Services to discuss any concerns.

The Council will not publish any part of a recording where members of the public have made it known that they do not wish to appear in any broadcast.

If you have any queries regarding this, please contact the Democratic Services Manager on (01375) 652107.

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

### Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been transcribed correctly?*

### When should you declare an interest at a meeting?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet what **matter is before you for single member decision?**

#### Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your or interests of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners and you are aware that this other person has the interest

What is a Non-Pecuniary interest? – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest,

What is a disclosable pecuniary interest? – see attached description

### ***Pecuniary***

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- leave the room while the item is being considered/voted upon

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

### ***Non-pecuniary***

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand it's nature

You may participate and vote in the usual way.

Please seek advice on Predetermination and Bias from the Monitoring Officer.



## **Disclosable Pecuniary Interests**

Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a Member in carrying out their duties as a member, or towards the election expenses of a Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <ul style="list-style-type: none"><li>(a) under which goods or services are to be provided or works are to be executed; and</li><li>(b) which has not been fully discharged.</li></ul>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <ul style="list-style-type: none"><li>(a) the landlord is the relevant authority; and</li><li>(b) the tenant is a body in which the relevant person has a beneficial interest.</li></ul>
Securities	<p>Any beneficial interest in securities of a body where—</p> <ul style="list-style-type: none"><li>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</li><li>(b) either—<ul style="list-style-type: none"><li>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li><li>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</li></ul></li></ul>



## **Our Vision for Thurrock:**

***“Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish”.***

## **Achieving Our Vision:**

To achieve our vision, we have identified five strategic priorities:

### **1. Create a great place for learning and opportunity**

- Ensure that every place of learning is rated “Good” or better
- Raise levels of aspirations and attainment so that local residents can take advantage of job opportunities in the local area
- Support families to give children the best possible start in life

### **2. Encourage and promote job creation and economic prosperity**

- Provide the infrastructure to promote and sustain growth and prosperity
- Support local businesses and develop the skilled workforce they will require
- Work with communities to regenerate Thurrock’s physical environment

### **3. Build pride, responsibility and respect to create safer communities**

- Create safer welcoming communities who value diversity and respect cultural heritage
- Involve communities in shaping where they live and their quality of life
- Reduce crime, anti-social behaviour and safeguard the vulnerable

### **4. Improve health and well-being**

- Ensure people stay healthy longer, adding years to life and life to years
- Reduce inequalities in health and well-being
- Empower communities to take responsibility for their own health and wellbeing

### **5. Protect and promote our clean and green environment**

- Enhance access to Thurrock’s river frontage, cultural assets and leisure opportunities
- Promote Thurrock’s natural environment and biodiversity

- Ensure Thurrock's streets and parks and open spaces are clean and well maintained





*Meeting:* **Standards and Audit Committee**

*Date:* 26 June 2013

*Time:* 7.00pm

*Venue:* Committee Room 1

## **A G E N D A**

- 1. Apologies for absence**
- 2. To approve as a correct record the minutes of the Standards and Audit Committee Meeting held on 18 April 2013 (Pages 3-10).**
- 3. To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972**
- 4. Declaration of interests**
- 5. Review of the Strategic/ Corporate Risk and Opportunity Register - 1st Quarter**

The report of the Performance and Risk Officer is attached at **page 11- 42**

- 6. Draft Internal Audit Charter**

The report of the Portfolio Holder for Central Services is attached at **page 43- 52**

- 7. Draft Internal Audit Protocol 2013**

The report of the Portfolio Holder for Central Services is attached at **page 53- 64**

- 8. Draft Strategy for Internal Audit 2013-14 to 2015-16 and Draft Annual Plan 2013-14**

The report of the Portfolio Holder for Central Services is attached at **page 65- 88**

- 9. Key Financial Statement Issues**

The report of the Leader of the Council is attached at **page 89- 94**

**10. Audit and Certification Fees 2013-14**

The letter from the Director of Ernst and Young is attached at **page 95-98**

**11. Work Programme**

The Work Programme is attached for Members discussions at **page 99-101**

<b>ADMINISTRATIVE ARRANGEMENTS</b>
<b>(i) Scheduled Meeting Dates for Municipal Year</b>  2013: 18 July, 19 September, 28 November 2014: 06 February, 05 March
<b>(ii) Quorum</b>  3 Elected Members
<b>(iii) Queries regarding this Agenda</b>  Matthew Boulter, Democratic Services - telephone 01375 652082 or email mboulter@thurrock.gov.uk
<b>(iv) Changes to Membership, substitutions or apologies</b>  Matthew Boulter, Democratic Services - telephone 01375 652082 or email mboulter@thurrock.gov.uk

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