

AGENDA

Membership of Standards and Audit Committee

Councillors:

Tunde Ojetola (Chair) Martin Healy (Vice Chair)

Cathy Kent, Diana Hale, Simon Wootton and Terry Hipsey

Substitutes:

Phil Anderson, Aaron Kiely and Charlie Key

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

Meeting: **Standards and Audit Committee**

Date: **20 September 2012**

Time: **7.00pm**

Venue: **Committee Room 1**

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">(a) under which goods or services are to be provided or works are to be executed; and(b) which has not been fully discharged.
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">(a) the landlord is the relevant authority; and(b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	<p>Any beneficial interest in securities of a body where—</p> <ul style="list-style-type: none">(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and(b) either—<ul style="list-style-type: none">(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or(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.

Our Vision for Thurrock:

We want Thurrock to be the dynamic heart of the Thames Gateway, a place of ambition, enterprise and opportunity, where communities and businesses flourish.

Achieving Our Vision:

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

1. Improve the education and skills of local people.
2. Encourage and promote job creation and economic prosperity.
3. Ensure a safe, clean and green environment.
4. Provide and commission high quality and accessible services that meet, wherever possible, individual needs.
5. Build pride, respect and responsibility in Thurrock's communities and its residents.

Our aim:

Our aim is to become a confident, well managed and influential council regarded by residents, peers and partners as ambitious for the people of Thurrock and totally focused on meeting their current and future aspirations.

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A G E N D A

- 1. Apologies for absence**
- 2. To approve as a correct record the minutes of the Audit Committee Meeting held on 19 July 2012 (pages 3-12).**
- 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. 2011/12 Annual Compliments, Complaints & Enquiries Report**
The report is attached at Pages 13-48
- 6. Access to Records Report – 2011/12**
The report is attached at Pages 49-58
- 7. Update on the 2011/2012 Accounts**
The report is attached at Pages 59-70.
- 8. Annual Governance Report**
This report is to follow
- 9. Annual Governance Statement 2011/12**
The report is attached at Pages 71-114.
- 10. Head of Internal Audit's Annual report 2011/12**
The report is attached at Pages 115-144.
- 11. Corporate Anti-Fraud Services Annual Work plan for 2012/2013**
The report is attached at pages 145-158.

12. Report Back on the Implementation of Recommendations Regarding the Payroll Report

This report will be a verbal update

13. Care Proceedings

The report is attached at pages 159-172.

14. Review of the Strategic/Corporate Risk and Opportunity Register - Quarter 2, September 2012

The report is attached at Pages 173-202.

15. Work Programme

The Work Programme is attached for Members discussions at page 203.

ADMINISTRATIVE ARRANGEMENTS
(i) Scheduled Meeting Dates for Municipal Year 2012: 19 July, 20 September, 29 November 2013: 16 January, 06 February, 06 March
(ii) Quorum 3 Elected Members
(iii) Queries regarding this Agenda Kenna-Victoria Martin, Democratic Services - telephone 01375 652403 or email kmartin@thurrock.gov.uk
(iv) Changes to Membership, substitutions or apologies Kenna-Victoria Martin, Democratic Services - telephone 01375 652403 or email kmartin@thurrock.gov.uk

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