

# Agenda

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THE ROYAL BOROUGH OF  
**KINGSTON**  
UPON THAMES

## Audit, Governance and Standards Committee

Date: Thursday 29 July 2021

Time: 7:30 pm

Place: Guildhall, Kingston upon Thames

### Members of the Committee

Councillor Liz Green (Chair), Councillor Mark Beynon (Vice Chair), Councillor Rowena Bass, Councillor Alison Holt and Councillor Yogan Yoganathan

### Covid-19 Risk Mitigation

**This meeting will be livestreamed and we encourage residents to watch virtually, if possible.**

The Council remains committed to keeping residents, colleagues and Members safe and will continue to act with a degree of balance and caution in relation to its meetings as restrictions are lifted.

**Seating capacity in the Council Chamber will continue to be limited for the time being** and for that reason, if Members of the public **wish to attend in person or speak** at the meeting, **we ask that you register your interest by 10am the day before the meeting** by contacting [democratic.services@kingston.gov.uk](mailto:democratic.services@kingston.gov.uk).

Face coverings should be worn in the Guildhall, including the Council Chamber, unless an exemption applies.

We also strongly advise all those who attend to take a COVID-19 test on the day of the meeting, if possible. You can find more information about testing on the Council's website at [kingston.gov.uk/rapidtesting](http://kingston.gov.uk/rapidtesting)

## **This meeting will be broadcast live**

This agenda is available to view on: [www.kingston.gov.uk](http://www.kingston.gov.uk)

You can also access this agenda through the Modern.gov app or by scanning the QR code with your smartphone.



## **AGENDA**

### **Question Time**

A period of up to 15 minutes will be allowed at the start of the meeting during which any resident of the Borough or representative of organisations operating within the Borough (other than Members of the Council) may ask questions on matters relevant to the Committee.

Questions must be submitted in writing to [democratic.services@kingston.gov.uk](mailto:democratic.services@kingston.gov.uk) by 10am on the working day prior to the meeting

Any questions directed to the external auditors – Grant Thornton - on which it is not possible to give an immediate response will be noted and responded to in writing.

#### **1. Minutes**

To confirm the minutes of the meeting held on 4 May 2021

#### **2. Declarations of Interest**

Members of the Committee are invited to declare any pecuniary interests and any nonpecuniary (personal interests) relevant to items on the agenda.

#### **3. Update on Cyber Security Risks**

**Appendix A**

The cyber security risk is held on the Corporate Risk Register, C&C Risk 57. This paper sets out how the cyber security risks are managed.

The paper provides an overview of the mitigations in place in respect to governance, technology, policy and procedures and staff.

#### **4. Mandatory Training**

**To Follow**

#### **5. Corporate Risk Register and Risk Monitoring**

**Appendix B**

To provide the Committee with an update on high priority risks identified by directorate management teams, mitigating action being taken and to provide assurance that corporate risks are being monitored and, where necessary, action taken.

#### **6. Update on Member Code of Conduct complaints**

**Appendix C**

To report to the Committee a summary of complaints under the Members' Code of Conduct during 2019 and 2020

#### **7. Code of Conduct Investigation report**

**Appendix D**

To report to the Committee the outcome of a Code of Conduct investigation

#### **8. Annual Internal Audit and Fraud Report**

**Appendix E**

To consider the Internal Audit Report (the review of performance for the past year) summarising some highlights from the Service's work in 2020/21.

## **9. Exclusion of the Press and Public**

The following resolution is included as a standard item which will only be relevant if any exempt matter is to be considered at the meeting for which the Committee wish to resolve to exclude the press and public:

To exclude the public from the meeting under Section 100(A)(4) of the Local Government Act 1972 on the grounds that it is likely that exempt information, as defined in paragraph x of Part I of Schedule 12A to the Act, would be disclosed and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **10. Urgent Items Authorised by the Chair**

### Notice of Webcast

This meeting is being filmed for live and subsequent recorded broadcast via the Council's website. The images and sound recording may also be used for training purposes with the Council. Generally, the public seating areas are not filmed. However, the layout of the room means that the Council is unable to guarantee a seat/location that is not within coverage area (images and sound) of the webcasting equipment.

By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recording for webcasting and/or training purposes.

### Information about the Committee

The Committee is made up of your local elected councillors who should not be Portfolio Holders and an Independent member. It provides an independent and high level focus on audit, assurance and reporting arrangements that underpin good governance and financial standards.

Its purpose is to provide independent assurance to members and those charged with governance, on the adequacy of the risk management framework and internal control environment. It provides an independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place. The Committee is also responsible for the promotion and maintenance of high standards of conduct amongst elected, co-opted and advisory members and employees of the Authority.

### Covid-19 Safety measures

This meeting will be livestreamed and we encourage residents to watch virtually, if possible.

We are currently awaiting updated Government guidance on the COVID risk mitigation measures that may be in place and we will provide further information in due course. It may mean that seating capacity may continue to be limited and for that reason, if Members of the public wish to attend in person, **you must register your interest by 10am the day before the meeting** by contacting [democratic.services@kingston.gov.uk](mailto:democratic.services@kingston.gov.uk) and ideally, if you would like to speak at the meeting we would wish to facilitate your attendance in person at the Guildhall if possible

### Public participation during the meeting

- There is a question time of up to 15 minutes from 7.30pm to 7.45pm to provide an opportunity for members of the public or representatives of organisations operating in the Borough to ask questions on matters which are the responsibility of this particular committee.
- Questions will normally be taken at the meeting in the order that they have been received.

- Questions must be put in person but you can ask someone to provide translation or other practical assistance to facilitate a question where required. If you have any individual requirements or feel that addressing the meeting may present a difficulty, please let us know in good time and at least the day before the meeting, and, as far as reasonably practicable, arrangement will be made to assist.
- If you do not attend the meeting or fail to identify yourself at the meeting then the question will be deemed to be withdrawn.
- If you have submitted more than one question, your second and subsequent questions shall be considered only after all other questioners have had the opportunity to ask their questions, if time allows. You will have up to three minutes in which to ask any question.
- Any questions raised at the meeting and not dealt with within the 15 minute time limit will receive a written response.

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### **Further information**

### **Accessibility**

- We are currently not printing hard copies of agendas. Please contact Democratic Services if you require a large print copy of the agenda

### **Interests**

Councillors must state if they have an interest in any of the items on the Agenda. Interests may be personal or pecuniary. Depending on the interest declared, it might be necessary for the Councillor to leave the meeting during the debate on any given item. Further information regarding declarations of interest can be found in Part 5A of the Constitution - Members' Code of Conduct.

### **Minutes**

The minutes briefly summarise the item and record the decision. They do not record who said what during the debate.