

**CORPORATE GOVERNANCE AND STANDARDS COMMITTEE
THURSDAY 18 JANUARY 2018**

Supplementary Information Sheet (Pages 1 - 2)

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CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

18 JANUARY 2018

SUPPLEMENTARY INFORMATION

Order of Business

At the suggestion of the chairman, the Committee is asked to agree to rearrange the order of business by bringing forward item 7 (Equality Scheme) and item 8 (GDPR Update) for consideration immediately after item 4 (Fol Compliance Annual Report).

AGENDA ITEM 5 – FINANCIAL MONITORING 2017-18

Correction:

The Committee will recall that, on 5 December 2017, the Council approved virements to reduce the income budget (by £376,280) and increase the expenditure budget (by £254,762) for 2017-18 in respect of The Village. Therefore, the entry marked at the bottom of the table of Major Service Variances in paragraph 4.10 of the report (page 16 of the agenda) as “The Village – variation in rental income and expenditure” should be deleted.

AGENDA ITEM 6 – CAPITAL AND INVESTMENT STRATEGY (2018-19 TO 2021-22)

Corrections:

Please note the following corrections to Appendix 11 (Treasury Management Practices):

- Page 262: Best value –
“The treasury management function will be the subject of ongoing analysis of the value it adds in support of the Council’s stated corporate and service objectives.

When tendering for treasury-related or banking services, the Council adheres to its Financial Regulations. These require that:

- a) for contracts under **£100,000**, at least **3** quotes and service delivery proposals are generally obtained
 - b) when placing a contract with a value in excess of **£164,000**, a tendering process that meets the requirements of the EU procurement procedures (OJEU) is undertaken.
 - c) if necessary, the Council will also consult with other users of similar services as well as with interested parties.
 - d) the Council will also evaluate alternative methods of the availability of fiscal, grant or subsidy initiatives, and service delivery”.
- Page 271: Description of the relationships between the chief finance officer, the monitoring officer and the head of paid service –
“The Managing Director is the Head of Paid Service. The Head of Financial Services is the s151 officer. **The Council Solicitor** is to be designated as the Monitoring Officer and the **Principal Solicitor (Planning and Litigation)** and the **Audit and Business Improvement Manager** are Deputy Monitoring Officers. The s151 Officer and **Council Solicitor** currently report directly to the Director of Resources and the **Audit and Business Improvement Manager** reports directly to the Managing Director”.
 - Page 282: Payment Scheduling – remove yellow highlighting from third bullet point
 - Page 285: Nomination of Responsible Officer(s) –
“(a) The Council has nominated the **Audit and Business Improvement Manager** to be the Money Laundering Reporting Officer to whom any suspicions relating to transactions involving the Council will be communicated.

- (b) The responsible officer will be conversant with the requirements of the Proceeds of Crime Act 2002 and will ensure relevant staff are appropriately trained and informed so they are alert for suspicious transactions.
- (c) The responsible officer will make arrangements to receive and manage the concerns of staff about money laundering and their suspicion of it, to make internal enquiries and to make reports, where necessary, to National Criminal Intelligence Services (NCIS).
- (d) It is the responsibility of all **Directors and Service Leaders** to report all suspected irregularities to the Money Laundering Reporting Officer.
- (e) It is the responsibility of the CFO to ensure all suspected financial irregularities are reported to the Money Laundering Reporting Officer, **Managing Director**, the Executive, and the **Corporate Governance and Standards Committee**.

AGENDA ITEM 7 – EQUALITY SCHEME

Correction:

Action 3.1.2 in the Equality Scheme Action Plan 2018-2021 (page 334 of the agenda) should read: "Completion of Council-wide job evaluation project."

AGENDA ITEM 9 – CORPORATE GOVERNANCE AND STANDARDS COMMITTEE WORK PROGRAMME FOR 2018-19

Correction:

In the list of items scheduled for 29 March 2018 (page 343 of the agenda), any changes to the Covert Surveillance Policy arising from the review, will be referred to the Executive on 24 April 2018, for formal approval.