HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
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HAVANT
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GOVERNANCE, AUDIT AND FINANCE BOARD AGENDA

Membership: Councillor Briggs (Chairman)

Councillors Branson, Crellin, Hart, Kennett, Patel, Mrs Shimbart, Thomas and Carpenter

Meeting: **Governance, Audit and Finance Board**

Date: **1 February 2021**

Time: **5.00 pm**

Venue: **Remote Meeting - Via Skype for Business**

The business to be transacted is set out below:

Gill Kneller
Chief Executive

22 January 2021

Contact Officer: *Mark Gregory 023 92446232*
Email: mark.gregory@havant.gov.uk

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CAN COUNCILLORS PLEASE SUBMIT ANY DETAILED TECHNICAL QUESTIONS ON THE ITEMS INCLUDED IN THIS AGENDA TO THE CONTACT OFFICER BY 12 NOON ON THURSDAY 28 JANUARY 2021.

1 Apologies

To receive apologies for absence.

2 Minutes **1 - 2**

To confirm the minutes of the Governance, Audit, and

Finance Board held on 2 December 2020.

3 Declarations of Interest

Matters Deferred from Previous Meeting

4 Internal Audit External Quality Assessment 2020 3 - 22

5 Internal Audit Progress Report 2020-21 (September 2020) 23 - 44

Other Items

6 Draft Budget 2020-21 45 - 84

GENERAL INFORMATION

IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231

Internet

This agenda and its accompanying reports can also be found on the Havant Borough Council website: www.havant.gov.uk

Public Attendance and Participation

Members of the public are welcome to follow proceedings via the link on the Council's website.

Many of the Council's meetings allow the public to make deputations on matters included in the agenda. Rules govern this procedure and for further information please get in touch with the contact officer for this agenda.

PROTOCOL AT MEETINGS – RULES OF DEBATE

Meeting Protocol

- Microphones will be muted centrally unless it is a councillor/officers turn to speak. When unmuted centrally please note that a councillor/officer will also need to press the unmute button before speaking!

- Whilst being held remotely, the meeting remains a formal meeting of the council with the same rules of conduct. There is the potential for greater audience numbers due to people being able to watch from their own homes. The meeting will also be recorded and the recording publicly available.

- There is a viewing pane showing all participants on the left-hand side (clicking the icon depicting three people in the top left of the screen will open). This lists the attendees (committee members) in alphabetical order, which is useful to ascertain when you will have an opportunity to speak.

The Chairman will read out a detailed introduction to outline how the meeting will run.

Apologies for Absence

Will be read by the Democratic Services Officer.

Confirmation of Attendance/ Declarations of Interest/ Supplementary Matters

For expediency, the Chairman will ask each councillor in turn to confirm the above. Attendees will be able to mute and unmute their own microphones.

Confirmation of Minutes

The Chairman will ask each councillor in turn whether they have any amendments to the previous minutes. Either reply 'No amendments Chairman', or yes and clearly state the amendment.

The Chairman will ask for a proposer, at this point all microphones will be unmuted. The first councillor to speak, stating only their name 'Cllr X' will be taken as the proposer. The process will be repeated for the seconder.

Voting

When voting, the Chairman will ask each Councillor in turn, alphabetically, to state either 'FOR, AGAINST or ABSTAIN'. The Democratic Services Officer will confirm the voting numbers, following which the Chairman will declare the result of the vote.