



**Basingstoke
and Deane**

Basingstoke and Deane Borough Council

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To: All Members of the Audit and Accounts Committee

Councillor R Gardiner (Chair)
Councillor O Cubitt
Councillor G Falconer (Vice-Chair)
Councillor A Freeman
Councillor P Harvey
Councillor G James
Councillor K Taylor
Councillor I Tilbury
Councillor N Robinson
Councillor J Vaux

Dear Councillor

Audit and Accounts Committee Monday, 29 March 2021

Your attendance is requested at a meeting of the Audit and Accounts Committee on:

Date: Monday, 29 March 2021
Time: 6.30 pm
Place: Virtual Meeting - Zoom Webinar

Yours sincerely

Russell O'Keefe
Chief Executive

For more information please contact the Democratic Services team: 01256 844844
Or email: democratic.services@basingstoke.gov.uk
Visit: www.basingstoke.gov.uk/committeemeetings

PUBLIC PARTICIPATION SCHEME

Members of the public are invited to address the committee on all items presented at a committee meeting. Public speaking on these items will take place at the same time that the item is considered.

If members of the public wish to address the meeting they should notify Democratic Services prior to the meeting.

The public participation scheme is available to access through the council's website - www.basingstoke.gov.uk/participation

COMMITTEE PAPERS

If you need this information in a different format, such as large print, please contact Democratic Services.

Alternatively all documents associated with this agenda can be accessed through the Council's website on <http://www.basingstoke.gov.uk/committeemeetings>

WEBCASTING

The open proceedings of the meeting will be webcast live and can be viewed through the Borough Council's website at <https://www.basingstoke.gov.uk/webcast>

Webcasts of previous meetings can be viewed through the following link <https://www.youtube.com/user/BasingstokeGov>

AGENDA FOR THE AUDIT AND ACCOUNTS COMMITTEE

Members are encouraged to obtain any points of clarification on the reports on the Agenda in advance of the meeting.

Members of the public will be invited to speak at the relevant item

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2. DECLARATIONS OF INTEREST

3. URGENT MATTERS

To consider any items of business, other than those shown on this agenda and which, by reason of special circumstances to be stated at the meeting, in the opinion of the Chairman, should be considered at the meeting as a matter of urgency.

4. MINUTES OF THE MEETING HELD ON 25 JANUARY 2021 7 - 14

The Chair will move that the minutes of the meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

5. RECOMMENDATION TRACKER 15 - 18

To note the list of outstanding recommendations for the Committee.

6. EXTERNAL AUDIT PLANNING REPORT FOR 2020/21 19 - 58

Contact Officer: Sue Cuerden

The purpose of this report is for the External Auditors, EY, to present their planning document which will form the basis of the external audit that they will carry out on the Council's accounts for the financial year 2020/21.

7. PROPOSED PROPERTY STRATEGY 2021-2025 CONFIDENTIAL BRIEFING BY THE COUNCIL'S PROPERTY CONSULTANTS 59 - 62

Contact Officer: Martin Jones

The purpose of this report is to introduce a presentation by the council's appointed property advisers Jones Lang LaSalle (known as JLL) on the council's proposed Property Strategy 2021-2025.

8. **PROPERTY INVESTMENT STRATEGY - ANNUAL PROPERTY PLAN 2020/21 QUARTER 3 REPORT** 63 - 76
- Contact Officer: Martin Jones
The purpose of this report is to present the Property Investment Strategy – Qtr 3, 2020-21 update.
9. **SUMMARY OF INVESTMENT INCOME AND PROPERTY AGED DEBT 2020/21** 77 - 78
- Contact Officer: Sue Cuerden
As requested by the committee, the report provides a summary of investment income budgets for the year and the latest forecasts against those budgets as at the end of quarter three (i.e.31 December 2020).
10. **TREASURY MANAGEMENT QUARTER 3 MONITORING REPORT 2020/1** 79 - 92
- Contact Officer: Sue Cuerden
This report shows the activity within the council's treasury management function from 1 April 2020 up to 31 December 2020 and includes forecasts for the year ending 31 March 2021
11. **VIEWING OF SOCIAL NETWORKING SITES** 93 - 98
- Contact Officer: Jackie Tatam
This report provides Members of the Committee with a summary of the viewing of individuals' social networking sites in an investigatory capacity for the period 1 January to 28 February 2021.
12. **UK GDPR - NOTIFICATION OF DATA BREACHES REPORTED TO THE ICO** 99 - 104
- Contact Officer: Jackie Tatam
This report informs Members of the Committee that one serious breach has occurred since the last report which has been reported to the ICO. Details of the breach are contained within the confidential appendix to this report.
13. **INTERNAL AUDIT PROGRESS REPORT (JANUARY-MARCH 2021)** 105 - 134
- Contact Officer: Richard Bevan
This report is to inform the Committee of the work completed by the Internal Audit Team during the period January to March 2021 and the current position with all audit recommendations.
14. **INTERNAL AUDIT PLAN 2021/22** 135 - 148
- Contact Officer: Paul Gundry
The purpose of this report is to present the planned audit work for 2021/22

and the Internal Audit Charter to the Committee for approval.

15. REVIEW OF THE CORPORATE RISK REGISTER 149 -
170

Contact Officer: Paul Gundry

This report is to present the committee with the current status of the corporate risk register.

16. AUDIT AND ACCOUNTS WORK PROGRAMME 171 -
174

The Committee is asked to note and review it's work programme.

17. EXCLUSION OF PRESS AND PUBLIC

To consider whether, in view of the nature of the remaining items on the agenda, any of them are likely to involve the disclosure of exempt or confidential information within the terms of [] Schedule 12A of the Local Government Act 1972

18. CONFIDENTIAL/EXEMPT ITEMS FOR INFORMATION

Item 7 – The Committee will receive a confidential briefing.

Item 12 – Confidential appendix 1