
STANDARDS AND GOVERNANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 27 JUNE 2011

Present:

Members of the Council

Councillors Drake, Matthews (Mayor), Noon, Osmond, Parnell and Turner

Independent Members

Mr B Hooper (Chair), Mr D Blake and Mr G Wilkinson

Apologies

Councillor Derek Burke

1. **MINUTES OF PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED that the Minutes of the meeting held on 18th April 2011 be approved and signed as a correct record subject to the following amendment:-

Item 18 – Changes to the Constitution

Resolution (ii) replace Mayor with Sheriff to read “that the key responsibilities of Sheriff with regard to Court Leet be amended to include “beating the bounds”.

MATTERS ARISING

The Panel discussed the role of the Mayor in relation to civic events and openings and the recent perceived failings to observe the requirements of the Civic and Ceremonial Protocol in relation to a number of high profile events in the City.

RESOLVED that, with immediate effect, the Head of Legal and Democratic Services write to remind all Directors, Heads of Service and the Council’s Communications department of their obligations in relation to the role of the Mayor under the civic and ceremonial protocols as set out in the Constitution and to emphasise the importance of the status and civic duties of the Mayor as the first citizen of Southampton.

2. **FREEDOM OF INFORMATION, DATA PROTECTION AND REGULATION OF INVESTIGATORY POWERS ACTS: ANNUAL REVIEW 2010-11**

The Committee received and noted the report of the Head of Legal and Democratic Services detailing statistical information for the financial year 2010-11, regarding the implementation of the Freedom of Information Act 2000, requests received under the Data Protection Act 1998 and the Council’s activity under the Regulation of Investigatory Powers Act 2000 (RIPA).

(Copy of the report circulated with the agenda and appended to the signed minutes).

The Committee noted in particular that there had been a continued increase in the number of requests received under the Freedom of Information Act and Data Protection Act, together with the increased complexity of requests and quantity of information requested. This resulted in an increasing demand on officer time and resources.

3. **CHAIR'S ANNUAL REPORT ON AUDIT COMMITTEE 2010/11**

The Committee considered the Annual Report of the Chair of the Audit Committee 2010/11. This was the second report from the Audit Committee's Chair forming part of the overall Corporate Governance process. The presentation of an Annual Report to the Standards and Governance Committee is in line with good practice and also consistent with recommendations made by the Chartered Institute of Public Finance and Accountancy. (Copy of the report circulated with the agenda and appended to the signed minutes).

4. **ANNUAL GOVERNANCE STATEMENT 2010-11**

The Committee considered the report of the Director of Corporate Services seeking approval of the draft Annual Governance Statement 2010/11, in accordance with the Accounts and Audit Regulations prior to the document being forwarded to the Chief Executive and Leader of the Council for signing. The report gave a representation of the corporate governance arrangements in place during the year and highlighted those areas where gaps or improvements were required. (Copy of Minutes circulated with agenda and appended to the signed Minutes).

RESOLVED that the draft Annual Governance Statement 2010/11 be approved.