

To: Members of the Audit Committee

## ***Notice of a Meeting of the Audit Committee***

**Wednesday, 20 April 2011 at 11.00 am**

**County Hall**



Peter G. Clark  
County Solicitor

April 2011

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### **Membership**

Chairman – Councillor David Wilmshurst  
Deputy Chairman - Councillor Ray Jelf

### *Councillors*

Alan Armitage  
Roy Darke  
A.M. Lovatt

Charles Mathew  
Larry Sanders  
C.H. Shouler

Lawrie Stratford

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### *Co-optee*

Dr Geoff Jones

### **Notes:**

- ***Date of next meeting: 7 July 2011***
- ***There is no informal pre-meeting development session prior to the commencement of this meeting***
- ***The Cabinet Member for Finance & Property has a standing invitation to attend and speak on agenda items within his portfolio***
- ***The Chairman (or Deputy Chairman) of the Strategy & Partnerships Scrutiny Committee has a standing invitation to attend and speak on agenda items***

## Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

### **The duty to declare ...**

You must always declare any "personal interest" in a matter under consideration, ie where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

### **Whose interests are included ...**

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

### **When and what to declare ...**

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

### **Taking part if you have an interest ...**

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

### **"Prejudicial" interests ...**

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

### **What to do if your interest is prejudicial ...**

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

### **Exceptions ...**

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

### **Seeking Advice ...**

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

# AGENDA

1. **Apologies for Absence and Temporary Appointments**
2. **Declarations of Interest - see guidance note**
3. **Minutes** (Pages 1 - 4)

To approve the minutes of the meeting held on 2 March 2011 (**AU3**) and to receive for information any matters arising from them.

4. **Petitions and Public Address**
5. **Audit Commission: Audit Fee Letters 2011/12: Oxfordshire County Council & Oxfordshire Pension Fund** (Pages 5 - 12)

11:10

A representative of the Audit Commission will attend for this item.

***The Committee is RECOMMENDED to comment upon and note the Audit Fee Letters 2011/12.***

6. **Audit Working Group - 31 March 2011** (Pages 13 - 16)

11:30

Report by Assistant Chief Executive & Chief Finance Officer (**AU6**).

The report summarises the matters arising from the most recent meeting of the Audit Working Group (AWG).

***The Committee is RECOMMENDED to note the report.***

7. **Review of the Effectiveness of Internal Audit 2010/11** (Pages 17 - 24)

11:50

Report by the Monitoring Officer (**AU7**).

A commentary on the performance of the Internal Audit system throughout 2010/11.

***The Committee is RECOMMENDED to approve the Monitoring Officer's assessment of the effectiveness of the system of Internal Audit 2009/10.***

**8. Internal Audit Plan - Quarter 1, 2011/12 (Pages 25 - 34)**

12:10

Report by Assistant Chief Executive & Chief Finance Officer (**AU8**).

The reports presents the Internal Audit Plan for quarter 1 2011-12.

***The Committee is RECOMMENDED to approve the Quarter 1 Internal Audit Plan.***

**9. Annual Governance Statement - Corporate Leads Assurance Processes 2010/11 (Pages 35 - 66)**

12:30

Report by the Monitoring Officer (**AU9**).

A commentary on the performance of the Internal Audit system throughout 2010/11.

***The Committee is RECOMMENDED to approve the processes designed by the Corporate Leads for monitoring the effectiveness of the Council's key controls.***

**10. Date of Meeting**

12:50

The Chairman has agreed, in the light of changes in Audit Regulations regarding Councils' Statement of Accounts 2010/11, to move the Committee meeting scheduled for 29 June 2011 to 7 July 2011 commencing at a time to be determined.

***The Committee is RECOMMENDED to note the change of date.***

**11. Audit Committee Work Programme 2011/12 (Pages 67 - 68)**

12:55

***The Committee is RECOMMENDED to review / update its Work Programme 2011/12 (AU11).***

**13:00 Close of meeting**

***An explanation of abbreviations and acronyms is available on request from the Assistant Head of Finance (Audit).***

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**Pre-Meeting Briefing**

There will be a pre-meeting briefing at County Hall on **Thursday 14 April** at **2pm** for the Chairman, Deputy Chairman and Opposition Group Spokesman.