

To: Members of the Audit Committee

Notice of a Meeting of the Audit Committee

Wednesday, 21 September 2011 at 11.00 am

County Hall

Peter G. Clark.

Peter G. Clark
County Solicitor

September 2011

Contact Officer: **Geoff Malcolm,**
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Membership

Chairman – Councillor David Wilmshurst
Deputy Chairman - Councillor Charles Mathew

Councillors

Alan Armitage
Tony Crabbe
Roy Darke

A.M. Lovatt
Larry Sanders
C.H. Shouler

Lawrie Stratford

Co-optee

Dr Geoff Jones

Notes:

- ***Date of next meeting: 16 November 2011***
- ***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***
- ***A working lunch will be available at 12:20***
- ***There is no informal pre-meeting briefing for members before the meeting.***

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, i.e. 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 - 6)

To approve the minutes of the meeting held on 7 July 2011 (**AU3**) and to receive information arising from them.

4. **Petitions and Public Address**
5. **Audit Commission** (Pages 7 - 50)

11:10

Annual Governance Report 2010/11 (Oxfordshire County Council); and
Annual Governance Report 2010/11 (Oxfordshire County Council Pension Fund)
(**AU5**).

External Audit progress on 2010/11 audit plan (oral report).

A representative of the Audit Commission will attend for these items.

The Committee is RECOMMENDED to consider and note the reports.

6. **Final Statement of Accounts 2010/11** (Pages 51 - 240)

11:40

Final Statement of Accounts 2010/11 ; and
Management Representation Letter 2010/11 to the Auditors

Reports by Chief Finance Officer (**AU6**).

The Committee is RECOMMENDED to:

(a) consider and approve the Final Statement of Accounts 2010/11 (signed by the Chairman of the Committee) for publication by 30 September 2011; and

(b) consider and approve the Management Representation Letter 2010/11.

7. Audit Working Group - 8 September 2011 (Pages 241 - 244)

12:00

Report by Assistant Chief Executive & Chief Finance Officer (**AU7**).

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

The Committee is RECOMMENDED to note the report.

12:20 Working lunch

8. Internal Audit Plan - Quarter 3, 2011/12 (Pages 245 - 264)

12:30

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

The report presents the Internal Audit Plan for quarter 3, 2011/12.

The Committee is RECOMMENDED to approve the quarter 3 Internal Audit Plan.

9. Local Government Ombudsman's Annual Review of Oxfordshire County Council (Pages 265 - 268)

12:50

Report by County Solicitor & Monitoring Officer (**AU9**).

The report summarises the findings of the Local Government Ombudsman (LGO)'s Annual Review of Oxfordshire County Council for the year ended 31 March 2011. The Annual Review sets out the nature of the issues considered by the Ombudsman and the Council's performance in handling them.

The Committee is RECOMMENDED to note and comment upon this report and on the Local Government Ombudsman's Annual Review of Oxfordshire County Council for 2010/11.

10. Audit Committee Work Programme - Review / Update (Pages 269 - 270)

1:10

To review / update the Committee's Work Programme (**AU10**).

1:15 Close of meeting

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

Pre-Meeting Briefing

There will be a pre-meeting briefing at County Hall on **15 September 2011** at **2pm** for the Chairman, Deputy Chairman and Opposition Group Spokesman.