

To: Members of the Audit Committee

Notice of a Meeting of the Audit Committee

Tuesday, 8 May 2012 at 2.00 pm

County Hall

Peter G. Clark.

Peter G. Clark
County Solicitor

April 2012

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: 15 May 2012***
- ***1.00pm-1.50pm (prior to the Committee meeting). Informal pre-meeting briefing for all members on Final Accounts presented by Stephanie Skivington***
- ***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***
- ***There will be a Special meeting of the Audit Working Group immediately after the Audit Committee for a private session with the Chief Internal Auditor (30 minutes)***

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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**

To approve the minutes of the meeting held on 29 February 2012 (**AU3**) and to receive information arising from them.

4. **Petitions and Public Address**
5. **External Audit Progress Report; and Letter to the Chairman on the Audit of Oxfordshire County Council & Oxfordshire Pension Fund Financial Statements for the Year End 31 March 2012**

2:10

A representative of the Audit Commission will attend and present the Audit Commission Progress Report and Letter to the Chairman (**AU5**)

The Committee is RECOMMENDED to:

- (a) *receive and note the Progress Report; and*
- (b) *comment upon and note the Letter.*

6. **Audit Working Group - 5 April 2012**

2:30

Report by Chief Internal Auditor (**AU6**)

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

The Committee is RECOMMENDED to invite the Cabinet Members for Adult Services and for Finance and Property to the Audit Committee to comment on the AWG concerns regarding Fairer Charging.

7. Terms of Reference and Complaints Procedure Under Members' Code of Conduct

2:50

Report by Head of Law & Governance (**AU7**)

Under the Localism Act 2011, the current standards regime for local authorities is due to be repealed on 1 July 2012. At its meeting on 20 March, the Council made some decisions as to the shape of future standards arrangements for Oxfordshire County Council under the Localism Act. These included the cessation of the Council's Standards Committee and a decision to transfer to the Audit Committee – as a newly-named Audit and Governance Committee – the responsibility for the overview of member standards. It was also agreed in principle that a member-officer working group, reporting to the Audit and Governance Committee, be appointed to consider complaints under the new standards arrangements. This report invites the Committee to consider the draft new terms of reference and the potential complaints procedure.

The Committee is RECOMMENDED to consider and comment upon the proposed terms of reference and the arrangements for considering complaints as outlined in Annexes 1 and 2 respectively.

8. Review of the Effectiveness of Internal Audit 2011/12

3:10

Report by the Monitoring Officer (**AU8**)

The report provides a commentary on the performance of the Internal Audit system throughout 2011/12.

The Committee is RECOMMENDED to approve the Monitoring Officer's assessment of the effectiveness of the system of Internal Audit 2011/12.

9. Internal Audit 2011/12 Progress Report and 2012/13 Quarter 1 Plan

3:30

Report by Assistant Chief Executive and Chief Finance Officer (**AU9**)

The report presents the Internal Audit progress report on the 2011/12 planned activity, and the 2012/13 Quarter 1 Plan and Counter-fraud Plan for the approval of the Audit Committee.

The Committee is RECOMMENDED to:

(a) note the report;

(b) approve the Quarter Plan and the Counter-fraud Plan.

10. Audit Committee Work Programme - Review/Update

3:50

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

4:00 Close of meeting

An explanation of abbreviations and acronyms is available on request from the Chief Internal Auditor.

Pre-Meeting Briefing

There will be a pre-meeting briefing at County Hall on **Thursday 3 May 2012** at **12 noon** for the Chairman, Deputy Chairman and Opposition Group Spokesman.