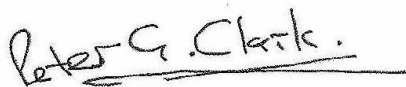


To: Members of the Audit & Governance Committee

Notice of a Meeting of the Audit & Governance Committee

Wednesday, 19 September 2012 at 2.00 pm

County Hall, Oxford, OX1 1ND



Peter G. Clark
County Solicitor

September 2012

Contact Officer: **Geoff Malcolm**
Tel: (01865) 815904; E-Mail: geoff.malcolm@oxfordshire.gov.uk

Membership

Chairman – Councillor David Wilmshurst
Deputy Chairman - Councillor Charles Mathew

Councillors

Roz Smith
Jim Couchman
Roy Darke

Ray Jelf
Caroline Newton
Larry Sanders

Lawrie Stratford

Co-optee

Dr Geoff Jones

Notes:

Member development sessions prior to the Committee meeting:

-10.00am – 11.00am Changes to School Funding arrangements

-11.30am – 1.00pm Business Rates Retention Seminar (part of this year's series of Finance/Budget Seminars for councillors).

The Cabinet Member for Finance 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.

Date of next meeting: 21 November 2012

County Hall, New Road, Oxford, OX1 1ND

www.oxfordshire.gov.uk Fax: 01865 783195 Media Enquiries 01865 323870

Declarations of Interest

The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

List of Disclosable Pecuniary Interests:

Employment (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Rachel Dunn on (01865) 815279 or Rachel.dunn@oxfordshire.gov.uk for a hard copy of the document.

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. Declaration of Interests - see guidance note

3. Minutes (Pages 1 - 6)

To approve the minutes of the meeting held on 4 July 2012 (**AG3**) and to receive information arising from them.

4. Petitions and Public Address

5. Audit Commission (Pages 7 - 50)

2:10

- Annual Governance Report – Oxfordshire County Council 2011/12
- Annual Governance Report – Oxfordshire Pension Fund 2011/12
- Progress Report (oral)

A representative of the Audit Commission will attend for these items (**AG5**).

The Committee is RECOMMENDED to consider and receive the reports.

6. Annual Audit Letter (Pages 51 - 52)

2:40

Annual Audit Letter for 2011/12 Audit (**AG6**).

A representative of the Audit Commission will present the Letter.

The Committee is RECOMMENDED to consider and receive the Letter.

7. Final Statement of Accounts 2011/12 (Pages 53 - 258)

3:00

Final Statement of Accounts 2011/12; and
Management Representation Letter 2011/12 to the Auditors

Reports by the Assistant Chief Executive and Chief Finance Officer (**AG7**).

The Committee is RECOMMENDED to:

- (a) consider and approve the Statement of Accounts for 2011/12; and***
- (b) consider and approve the Management Representation Letter 2011/12.***

8. Audit Working Group - 10 September 2012 (Pages 259 - 262)

3:20

Report by Chief Internal Auditor (**AG8**).

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.

9. Local Government Ombudsman's Annual Review of Oxfordshire County Council (Pages 263 - 266)

3:40

Report by County Solicitor & Monitoring Officer (**AG9**).

The report summarises the findings of the Local Government Ombudsman Annual Review of Oxfordshire County Council for the year ended 31 March 2012. The Ombudsman has commented on the complaints made about the Council and our performance in handling them. The Ombudsman has no concerns about the Council's response times or the complaints considered by her. This report nevertheless highlights the Ombudsman's key findings demonstrating the Council's performance.

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 2011/12.

10. Internal Audit Plan 2012/13 - Progress Report and Quarter 3 Plan (Pages 267 - 282)

4:00

Report by Assistant Chief Executive & Chief Finance Officer (**AG10**).

The report presents the Internal Audit progress report and Plan for quarter 3 2012-13 for the approval of the Audit & Governance Committee.

11. Draft Local Audit Bill

4:20

The Chief Internal Auditor will update the Committee orally.

12. Committee Work Programme 2012/13 (Pages 283 - 284)

4:30

To review / update the Committee's Work Programme (**AG12**).

4:35 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 **13 September 2012** at **11 am** for the Chairman, Deputy Chairman and Opposition Group Spokesman.