



To: **Members of the Audit & Governance Committee**

***Notice of a Meeting of the Audit & Governance
Committee***

Wednesday, 25 February 2015 at 2.00 pm, Meeting Rooms 1&2

County Hall, Oxford, OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

February 2015

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Membership

Chairman – Councillor David Wilmshurst
Deputy Chairman - Councillor Sandy Lovatt

Councillors

Jamila Azad
David Bartholomew
Tim Hallchurch MBE

Jenny Hannaby
Nick Hards
Simon Hoare

Roz Smith

Co-optee

Dr Geoff Jones

Notes:

- ***Date of next meeting: 22 April 2015***

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 Glenn Watson on (01865) 815270 or glenn.watson@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 - 10)

To approve the minutes of the meeting held on 14 January 2015 (**AG3**) and to receive information arising from them.

4. Petitions and Public Address

5. SCS LEAN and IT system

2:10

Kate Terroni, Deputy Director Joint Commissioning and Martyn Ward, Head of ICT Business Delivery will attend to give a brief presentation to the Committee.

The presentation will update the Committee on the progress of two interlinking projects:

- The Adult Social Care IT Project which will deliver replacement computer systems for Adult Social Care (Swift) and Client Finance (Abacus); and..
- The Adult Services Improvement Programme which is delivering significantly more effective and efficient business processes using LEAN methodologies.

The presentation will also give an overview of the governance arrangements of the Projects, highlight key changes in the way that services will be provided and advise on arrangements for ensuring the wider Council and its partners are aware and ready for the system go live in mid-2015.

The Committee is RECOMMENDED to receive the presentation.

6. Accountability of the Local Enterprise Partnership

2:30

The Chief Finance Officer will attend to give a brief presentation to the Committee.

The presentation will provide the Committee with some background in relation to the formation of the LEP, the funding that is routed via the LEP and an understanding of what it means to be the accountable body for the LEP. The presentation will also cover the governance arrangements of the LEP and the relationship between the LEP and the Growth Board.

The Committee is RECOMMENDED to receive the presentation.

7. Council request to look at Demographics of Council (Pages 11 - 14)

3:00

Report by the County Solicitor & Monitoring Officer (**AG7**).

In December 2014, Council received a report from the Independent Remuneration Panel on councillors' allowances. During the debate on that item, Council endorsed the Panel's view that overcoming obstacles to wider democratic representation required solutions other than simply revised allowances.

Council has therefore asked the Audit & Governance Committee to give consideration to this issue. This is with a view to the Committee setting up a working group of interested members to report back to the Committee on potential options that the Council may adopt to encourage greater diversity of representation.

The Committee is RECOMMENDED to:

- (a) *appoint a cross-party working group of members of the Committee to review how the County Council may encourage wider democratic representation to the Council;***
- (b) *agree the terms of reference at paragraph 13;***
- (c) *ask the Monitoring Officer to provide support to the working group.***

8. Update on Hampshire Partnership

3:20

Hilary Cameron, Finance Lead Transforming OCS Project and Sarah Currell, Workstream Lead, HR will attend to give a brief presentation to the Committee.

The presentation will update the Committee on progress on the On Boarding Project for the partnership arrangement with Hampshire County Council for the provision of HR and Finance Services from 1 July 2015. The presentation will give an overview of the governance arrangements of the Project, highlight key changes in processes for HR and Finance and advise on arrangements for ensuring the wider Council is ready for the forthcoming changes. It will also consider changes to internal controls and data security arrangements as well as updating the Committee on savings.

The Committee is RECOMMENDED to receive the Presentation.

9. Ernst & Young External Auditors (Pages 15 - 42)

3:40

The following reports are attached for the Committee's consideration. A Representative

from Ernst & Young will attend for these items:

- Local Government Audit Committee Briefing;
- Audit Progress Report Year Ending 31 March 2015;
- Certification of Claims and Return Annual Report 2013 – 14.

The Committee is RECOMMENDED to note the reports.

10. Audit Working Group Report (Pages 43 - 48)

4:00

Report by the Chief Internal Auditor (**AG10**).

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.

CLOSE OF MEETING

4:15
