

These notes indicate the decisions taken at this meeting and the officers responsible for taking the agreed action. For background documentation please refer to the agenda and supporting papers available on the Council's web site ([www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk).)

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## AUDIT & GOVERNANCE COMMITTEE - WEDNESDAY, 25 FEBRUARY 2015

RECOMMENDATIONS FROM THE AGENDA	DECISIONS	ACTION
<p><b>1. Minutes</b></p> <p>To approve the minutes of the meeting held on 14 January 2015 (<b>AG3</b>) and to receive information arising from them.</p>	<p>The Minutes of the Meeting held on 14 January 2015 were approved and signed subject to the following correction to Minute 7/15:</p> <p>“Mr Grindley” to read “Mrs Grindley”.</p> <p>Matters Arising</p> <p>Minute 2/15 – Minutes</p> <p>Mr Dyson asked for his apologies to Councillor Bartholomew to be recorded as he had omitted to include Councillor Bartholomew in his response. He confirmed that Councillor Bartholomew had now received the information.</p> <p>Mr Bartholomew questioned again why, given the resolution of the Committee had the recommendation before Council been for one officer, one member and one independent person. Mrs Miller pointed out that Councillor Bartholomew had received a full and detailed response to this matter.</p> <p>Mr Clark reiterated hat Council had asked him, as monitoring officer, to carry out a review and give his recommendations back to Council. Mr Clark carried out extensive consultation when formulating his</p>	<p>HLC (D. Miller)</p>

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<i>RECOMMENDATIONS FROM THE AGENDA</i>	<i>DECISIONS</i>	<i>ACTION</i>
	<p>recommendations and in fact the recommendation in November to have 2 officers and one independent member had been changed as a result of the comments from the Audit Committee to one officer, one independent person and one member. This was then agreed by Cabinet and the Council. Ultimately, it was a decision for Full Council to take and was agreed in December.</p> <p>Councillor Bartholomew questioned what kind of qualifications and experience the Independent panel members would have and from where they would be drawn? In response, Mrs Miller confirmed that the independent members would be drawn from an existing pool of experienced and qualified Independent Panel Members currently used for Independent Appeal Panels for Education Appeals.</p> <p>Councillor Bartholomew requested to be supplied with the names of Independent Panel Members.</p>	
<p><b>2. SCS LEAN and IT System</b></p> <p>Kate Terroni, Deputy Director Joint Commissioning and Martyn Ward, Head of ICT Business Delivery will attend to give a brief presentation to the Committee.</p> <p>The presentation will update the Committee on the progress of two interlinking projects:</p> <ul style="list-style-type: none"> <li>• The Adult Social Care IT Project which will deliver replacement computer systems for Adult Social Care (Swift) and Client Finance (Abacus); and.</li> </ul>		

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<ul style="list-style-type: none"> <li>The Adult Services Improvement Programme which is delivering significantly more effective and efficient business processes using LEAN methodologies.</li> </ul> <p>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.</p> <p><b><i>The Committee is RECOMMENDED to receive the presentation.</i></b></p>	<p>The Committee received the presentation and AGREED to receive a further presentation at its Meeting in April.</p>	<p>DCSS (K. Terroni)</p>
<p><b>3. Accountability of the Local Enterprise Partnership</b></p> <p>The Chief Finance Officer will attend to give a brief presentation to the Committee.</p> <p>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.</p> <p><b><i>The Committee is RECOMMENDED to receive the presentation.</i></b></p>	<p>The Committee thanked Mrs Baxter for the presentation.</p>	
<p><b>4. Council request to look at Demographics of Council</b></p> <p>Report by the County Solicitor &amp; Monitoring Officer (<b>AG7</b>).</p> <p>In December 2014, Council received a report from the Independent Remuneration Panel on councillors' allowances. During the debate on that item, Council endorsed</p>		

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## AUDIT & GOVERNANCE COMMITTEE - WEDNESDAY, 25 FEBRUARY 2015

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<p>the Panel's view that overcoming obstacles to wider democratic representation required solutions other than simply revised allowances.</p> <p>Council has therefore asked the Audit &amp; 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.</p> <p><b>The Committee is RECOMMENDED to:</b></p> <p>(a) <del>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;</del></p> <p>(b) <b>agree the terms of reference at paragraph 13;</b></p> <p>(c) <b>ask the Monitoring Officer to provide support to the working group.</b></p>	<p><b>RESOLVED:</b></p> <p>(a) to ask the Monitoring Officer to write to all members of the Audit &amp; Governance Committee and Working Group to seek volunteers for a cross party working group of members to review how the County council may encourage wider democratic representation to the Council with the recommendations coming to the Audit &amp; Governance Scrutiny;</p>	
<p><b>5. Update on Hampshire Partnership</b></p> <p>Hilary Cameron, Finance Lead Transforming OCS Project and Sarah Currell, Workstream Lead, HR will attend to give a brief presentation to the Committee.</p> <p>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,</p>		

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<p>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.</p> <p><b><i>The Committee is RECOMMENDED to receive the Presentation.</i></b></p>	<p>The Committee received a presentation and noted that there would be a further update at the Meeting in July.</p>	
<p><b>6. Ernst &amp; Young External Auditors</b></p> <p>The following reports are attached for the Committee's consideration. A Representative from Ernst &amp; Young will attend for these items:</p> <ul style="list-style-type: none"> <li>• Local Government Audit Committee Briefing;</li> <li>• Audit Progress Report Year Ending 31 March 2015;</li> <li>• Certification of Claims and Return Annual Report 2013 – 14.</li> </ul> <p><b><i>The Committee is RECOMMENDED to note the reports.</i></b></p>	<p>Agreed</p>	
<p><b>7. Audit Working Group Report</b></p> <p>4:00</p> <p>Report by the Chief Internal Auditor (AG10).</p> <p>The report summarises the matters arising at the most recent meeting of the Audit Working Group (AWG).</p> <p><b><i>The Committee is RECOMMENDED to note the report.</i></b></p>	<p>Agreed.</p>	

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<p><b>8. Urgent Business - Chief Executive &amp; Head of Paid Service - Next Steps</b></p> <p>'Under the provisions set out in Section 100B(4) of the Local Government Act 1972 (as amended) the Chairman of the meeting is of the opinion that the above item can be taken after Agenda Item 10 as urgent business because of the need for this Committee to consider how it can be engaged in discussions flowing from the decision of Council on 17 February 2015 to the principle of moving towards a new management structure and the consequent removal of the post of Chief Executive.</p>	<p><b>RESOLVED:</b> to take a report to the Audit Working Group on 9 April 2015, the Meeting to start at 1.00 pm and routine items to be moved from that Agenda to allow for a full and frank discussion on the issue (to be agreed by Independent Chair Geoff Jones).</p>	<p>HLC (P. Clark/ I Dyson)</p>