

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.)

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AUDIT & GOVERNANCE COMMITTEE - WEDNESDAY, 22 APRIL 2015

RECOMMENDATIONS FROM THE AGENDA	DECISIONS	ACTION
1. Apologies for Absence and Temporary Appointments	Councillor Ian Hudspeth for Councillor Tim Hallchurch.	HLC (A. Newman)
2. Declaration of Interests	There were none.	
3. Minutes To approve the minutes of the meeting held on 25 February 2015 (AG3) and to receive information arising from them.	The Minutes of the Meeting held on 25 February 2015 were approved and signed subject to the following amendment: Minute 10/14 (Minutes) Add to the end of the second paragraph..."Councillor Bartholomew thanked Mr Watson for his response but felt that is did not deal with the substantive point."	HLC (D. Miller)
4. Petitions and Public Address	There were none.	
5. Q4 Progress Report 2014/15 and Interim Internal Audit Strategy 2015-16 The report presents the Internal Audit progress report for 2014/15 and the Interim Internal Audit Strategy for the first quarter of 2015/16.	RESOLVED: (a) to note the progress with the 14/15 Audit Plan; (b) to note the Interim Internal	

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<i>RECOMMENDATIONS FROM THE AGENDA</i>	<i>DECISIONS</i>	<i>ACTION</i>
<p><i>The committee is RECOMMENDED to</i></p> <p><i>a) Note the progress with the 14/15 Audit Plan and the outcome of the completed audits;</i></p> <p><i>b) Approve the Interim Internal Audit Strategy for 2015/16 and the Q1 Plan; and,</i></p> <p><i>c) Agree the 2015/16 performance indicators.</i></p>	<p>(c) Audit Strategy for 2015/16 and the Q1 Plan, and, to note the changes made to the proposed performance indicators 2015/16; i.e. to have a target of 100% of all management actions implemented, rather than 90%.</p>	
<p>6. Scale of Election Fees and Expenditure 2015/16</p> <p>Each year the Council needs to set a scale of election fees and expenditure for the holding of elections of county councillors. The Committee is requested to approve the proposed Scale of Expenditure as set out for any by-elections of County Councillors that may be held during 2015/16.</p> <p>The same scale of expenditure will be used for any local referendums e.g. a council tax or mayoral referendum.</p> <p><i>The Committee is RECOMMENDED to approve the Scale of Expenditure for the financial year 2015/2016, as shown in Annex 1 of this report, for the election of County Councillors and any other local referendums.</i></p>	<p>Agreed.</p>	<p>HLC (G. Watson)</p>
<p>7. Audit & Governance Annual Report to Council</p> <p>The Annual Report sets out the role of the Audit & Governance Committee and summarises the work that has been undertaken both as a Committee and through the support of the Audit Working Group in 2014.</p>		

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<p>The Committee is RECOMMENDED to consider the Annual Report and suggest any additions or amendments.</p>	<p>The Committee agreed to forward the report to Council.</p>	
<p>8. Annual Governance Statement - Actions</p> <p>Audit & Governance Committee agreed the Council's Annual Governance Statement (AGS) for 2013/14 in July 2014. The 'Statement' sets out details of our governance arrangements.</p> <p>The AGS listed 6 'Actions' that were planned to improve our governance, for implementation in 2014/15. This report considers whether these actions have been completed or whether more work will be needed on them in 2015/16 - in which case they will be included as on-going Actions in the next AGS.</p> <p>The next AGS, for 2015/16, will be considered by the Audit Working Group on 11 June and by this Committee on 1st July.</p> <p>The Committee is RECOMMENDED to agree and confirm the progress made on the actions planned for 2014/15 which will be reported in the next Annual Governance Statement.</p>	<p>Agreed.</p>	<p>HLC (I. Dyson)</p>
<p>9. Future of Adult Social Care in Oxfordshire - Regular Progress update on Implementation Plan</p> <p>Kate Terroni, Deputy Director Joint Commissioning, 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"> The Adult Social Care IT Project 		<p>DSCS (K. Terroni)</p> <p>DEE (M. Ward)</p>

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<p>which will deliver replacement computer systems for Adult Social Care (Swift) and Client Finance (Abacus); and;</p> <ul style="list-style-type: none"> The Adult Services Improvement Programme which is delivering significantly more effective and efficient business processes using LEAN methodologies. <p><i>The Committee is RECOMMENDED to receive the presentation.</i></p>	<p>The Committee received the presentation and noted that there would be a further update at their Meeting in June.</p>	
<p>10. Update on Hampshire Partnership</p> <p>Hilary Cameron, Finance Lead Transforming OCS Project, and John McKenna, Oxfordshire Customer Services, will attend to give a brief presentation to the Committee.</p> <p>The presentation will update the Committee 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 set out progress to date, requirements of User Acceptance Testing and advise on arrangements for ensuring the wider Council is ready for the forthcoming changes. It will also provide an update on the related Impacts project.</p> <p><i>The Committee is RECOMMENDED to receive the presentation.</i></p>	<p>The Committee received the presentation and noted that there would be a further update at their Meeting in June.</p>	
<p>11. Ernst & Young External Auditors - Annual Fee Letter 2015-16</p> <p>The Report attached (AG11) contains the letter setting out the annual fee for the</p>	<p>Received.</p>	<p>Ernst & Young</p>

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<p>audit and certification work that Ernst & Young propose to undertake for the 2015-16 financial year.</p> <p>A representative from Ernst & Young will attend for this item.</p>		
<p>12. Ernst & Young External Auditors - Audit Plan 2014-15</p> <p>The Audit Plan (AG12) is attached for the Committee's consideration. Its purpose is to set out how Ernst & Young intend to carry out their responsibilities as Oxfordshire County Council's Auditor.</p> <p>A representative from Ernst & Young will attend for this item.</p>	Received.	Ernst & Young
<p>13. Ernst & Young External Auditors - Sector Briefing</p> <p>The Report attached for the Committee's consideration (AG13) covers issues that may have an impact on Oxfordshire County Council, the Local Government sector and the Audits that Ernst & Young undertake.</p> <p>A representative from Ernst & Young will attend for this item.</p> <p><i>The Committee is RECOMMENDED to note the report.</i></p>	Agreed.	Ernst & Young
<p>14. Response from the Office of Surveillance Commissioners on the use of the RIPA and under age test purchasing</p> <p>Following concerns raised by the Audit & Governance Committee regarding RIPA and under age sales test purchasing, the County Solicitor, on behalf of the Committee, wrote to The Office of</p>		

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<p>Surveillance Commissioners. Attached is a response (AG14) received from The Office of Surveillance Commissioners, who appear to have taken into account the Committees concerns and have amended their procedures and guidance to be less restrictive in the requirements on test purchasing.</p> <p>The Committee is RECOMMENDED to note the report.</p>	<p>Agreed.</p>	<p>HLC (G. Watson)</p>
<p>15. Audit & Governance Committee Work Programme</p> <p>To review/update the Committee's work programme (AG15).</p>	<p>RESOLVED: to hold an additional meeting of the Committee on 10 June at 14:00 and to bring forward a number of items from the 1 July 2015 work programme in order to reduce the number of items on that programme.</p>	<p>HLC (T. Peart, C. Rodgers)</p>
<p>16. Date of next meeting</p> <p>In order that Members can receive the completed draft statement of accounts it is suggested that the meeting of 1 July 2015 be moved to 8 July 2015 at 2:00pm.</p> <p>Taking into account the potential work programme for the Committee, the Chairman is also minded to hold an additional Committee meeting in June and members' views are requested.</p>	<p>RESOLVED:</p> <p>(a) to hold an additional meeting of the Committee on 10 June 2015 at 14:00 in order to bring forward a number of items from the 1 July 2015 work programme;</p> <p>(b) to ask officers to consult on a new date for the 1 July 2015 meeting.</p>	<p>HLC (T. D. Peart, Miller)</p>
<p>17. Urgent Business - Scrutiny Annual Report</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 as Item 17 as urgent business because of the need for this Committee to consider the report prior to its</p>	<p>RESOLVED: to note the Scrutiny Annual Report for presentation to Full Council.</p>	<p>CEO (M. Scott) HLC (D. Miller)</p>

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consideration by Council in May.		