



To: Members of the Audit & Governance Committee

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

Wednesday, 10 June 2015 at 2.00 pm in Room 2

County Hall, Oxford, OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

June 2015

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Membership

Chairman – Councillor David Wilmshurst
Deputy Chairman - Councillor Sandy Lovatt

Councillors

David Bartholomew
Yvonne Constance OBE
Tim Hallchurch MBE

Jenny Hannaby
Nick Hards
Roz Smith

John Tanner

Co-optee

Dr Geoff Jones

Notes:

- **Date of next meeting: 8 July 2015**

There will be a private session with the Chief Internal Auditor for all members of the Audit & Governance Committee at 1.15 pm in Room 2.

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 22 April 2015 (**AG3**) and to receive information arising from them.

4. Petitions and Public Address

5. Corporate Leads Presentation

2:10

There are eleven 'Corporate Leads' that provide assurance on an issue for governance purposes. The Audit & Governance Committee has asked to be given presentations from each Corporate Lead during the year so that they can better understand each area, particularly focusing on the assurance process:

- How Corporate Leads assure themselves (and then directors) that things are well within their areas; and
- How Leads decide that issues need to be mentioned for 'Action'; and
- How leads ensure that their area complies with regulations and the law.

The Committee will receive the remaining Corporate Leads presentations, as set out in the box below:

The Chairman has requested that the remaining Corporate Leads presentations, in the box below, go to this Committee meeting.

Performance Management	Maggie Scott	-
Procurement	Lorna Baxter	Graham Collins
Project and Programme Management	Alexandra Bailey	-
Legislation	Peter Clark	

6. Update on Hampshire Partnership

3:10

Hilary Cameron, Finance Lead Transforming OCS Project, and John McKenna,

Oxfordshire Customer Services, will attend to give a brief presentation to the Committee.

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 and advise on arrangements for ensuring the wider Council is ready for the forthcoming changes.

The Committee is RECOMMENDED to receive the presentation.

7. Future of Adult Social Care in Oxfordshire - Regular Progress update on Implementation Plan

3.30

Kate Terroni, Deputy Director Joint Commissioning and Martyn Ward, Service Manager 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 Committee is RECOMMENDED to receive the presentation.

8. Review of Effectiveness of Internal Audit (Pages 11 - 20)

3:50

Report by the Monitoring Officer (**AG9**).

This report provides a commentary on the effectiveness of Internal Audit in 2014/15, and will be used as a source of evidence for the Annual Governance Statement.

The Committee is RECOMMENDED to:

- (a) note the report;***
- (b) commission the Monitoring Officer to undertake an annual survey at the end of 2015/16;***
- (c) determine whether to:***
 - (i) cease undertaking an annual review; or***
 - (ii) continue with an annual review; and/or***
 - (iii) continue with an annual survey of senior officers.***

CLOSE OF MEETING

4:10

Pre-Meeting Briefing

There will be a pre-meeting briefing at County Hall on **Thursday 4 June at 10.00 am in Room 1** for the Chairman, Deputy Chairman and Opposition Group Spokesman.