

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.)

If you have a query please contact Colm Ó Caomhánaigh, Tel 07393 001096; E-mail: colm.ocaomhanaigh@oxfordshire.gov.uk

AUDIT & GOVERNANCE COMMITTEE - WEDNESDAY, 25 APRIL 2018

RECOMMENDATIONS FROM THE AGENDA	DECISIONS	ACTION
<p>1. Apologies for Absence and Temporary Appointments</p>	<p>Apologies were submitted by Councillor Roz Smith (Councillor Judy Roberts substituting) and Councillor Les Sibley (Councillor Judith Heathcoat substituting).</p>	<p>DLG (A. Newman)</p>
<p>2. Declaration of Interests - see guidance note</p>	<p>None</p>	
<p>3. Minutes</p> <p>To approve the minutes of the meeting held on 7 March 2018 and to receive information arising from them.</p>	<p>The minutes for the meeting of 7 March 2018 were agreed and signed.</p>	<p>DLG (C. Ó Caomhánaigh)</p>
<p>4. Petitions and Public Address</p>	<p>None</p>	
<p>5. Safer Recruitment Internal Audit 2017/2018</p> <p>Report by the Director for Human Resources</p> <p>This report explains the issues identified by the Safer Recruitment Internal Audit in February 2018 and the actions being taken. The report particularly focuses on the findings in relation to criminal record checking (DBS checks).</p> <p>The Committee is RECOMMENDED to support the actions being taken to resolve the discrepancies in our recording system and the actions being</p>	<p>Recommendations agreed.</p>	<p>DHR (F. Percival)</p>

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<p>taken to ensure rechecks are consistently carried out every three years.</p>		
<p>6. Statement of Accounts 2017/18 - Accounting Policies Briefing Note</p> <p>Report by the Director of Finance.</p> <p>The Council's Statement of Accounts is prepared in accordance with the Council's Accounting Policies as set out at Note 1 in the Notes to the Core Financial Statements.</p> <p>The CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code) defines Accounting Policies as 'the specific principles, bases, conventions, rules and practices applied by an authority in preparing and presenting financial statements'. The accounting policies describe how the Council has interpreted and applied the code.</p> <p>The Council's auditors will review the adopted accounting policies as part of the audit of the statement of accounts. There is an expectation that they will be able to evidence that the accounting policies have been approved by 'Those Charged With Governance'. In this council that is the Audit and Governance Committee.</p> <p>The Committee is RECOMMENDED to:</p> <ul style="list-style-type: none"> a) note the report; and b) ratify the accounting policies as approved by the Chief Finance Officer and included as an appendix. 	<p>Recommendations agreed.</p>	<p>DF (H. Doney)</p>
<p>7. Internal Audit Strategy & Annual Plan 2018/19</p> <p>Report by the Director of Finance.</p> <p>This report presents the Internal Audit</p>		

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<p>Strategy and Annual Internal Audit Plan for 2018/19.</p> <p>The committee is RECOMMENDED to comment and note the Internal Audit Strategy for 2018/19 and 2018/19 Internal Audit Plan.</p>	<p>Recommendations agreed.</p>	<p>DF (S. Cox)</p>
<p>8. Annual Scrutiny Report</p> <p>Report by the Assistant Chief Executive.</p> <p>The Scrutiny Annual Report provides a summary of the work of the council's overview and scrutiny function in 2017-18. This function includes the council's three Overview and Scrutiny Committees, and any Cabinet Advisory Groups which have been appointed by Cabinet in this time.</p> <p>The Committee is RECOMMENDED to comment on the report prior to its submission to the Performance Scrutiny Committee for review and to Council for approval.</p>	<p>Recommendations agreed.</p>	<p>ACE (K. Read)</p>
<p>9. External Auditors</p> <p>A representative from the external auditors, Ernst & Young, will attend to present the following item:</p> <ul style="list-style-type: none"> • Audit Progress Report 	<p>The report was noted.</p>	<p>E&Y (P. King / D. Guest)</p>
<p>10. Annual Report of the Chief Internal Auditor 2017/18</p> <p>Report by the Chief Internal Auditor</p> <p>This is the annual report of the Chief Internal Auditor, summarising the outcome of the Internal Audit work in 2017/18, and providing an opinion on the Council's System of Internal Control. The opinion is one of the sources of assurance for the Annual Governance Statement.</p>		

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<i>RECOMMENDATIONS FROM THE AGENDA</i>	<i>DECISIONS</i>	<i>ACTION</i>
<p>The committee is RECOMMENDED to consider and endorse this annual report.</p>	<p>Recommendations agreed.</p>	<p>DF (S. Cox)</p>
<p>11. Audit and Governance Committee Annual Report to Council 2017</p> <p>Report by the Chairman of the Audit & Governance Committee to be presented to The 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 2017/18.</p> <p>The Committee is RECOMMENDED to consider the Annual Report and suggest any additions or amendments.</p>	<p>It was agreed to add some Key Achievements in the text of the annual report. Recommendations agreed.</p>	<p>Chairman (S. Cox)</p>
<p>12. OFRS Statement of Assurance 2017-18</p> <p>Report by the Director of Community Safety and Chief Fire Officer.</p> <p>The Fire and Rescue National Framework for England (the Framework) sets out a requirement for fire and rescue authorities to provide an annual statement of assurance on financial, governance and operational matters and to show how they have due regard to the requirements of the Framework and the expectations set out in authorities' own integrated risk management plans.</p> <p>To demonstrate this, the Framework requires that each authority must publish an annual statement of assurance. The Statement of Assurance 2017/18 document is intended to meet the obligation to produce this statement through reference to public webpages,</p>		

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<p>existing reports and documents.</p> <p>The Committee is RECOMMENDED to approve the report.</p>	<p>Recommendations agreed.</p>	<p>DCS (P. Bremble)</p>
<p>13. Annual Governance Statement</p> <p>Report by the Chief Legal Officer and Monitoring Office</p> <p>The Audit & Governance Committee has the responsibility of approving the Council's Annual Governance Statement (AGS) each year.</p> <p>Local authorities are required to prepare an AGS to be transparent about their compliance with good governance principles. This includes reporting on how they have monitored and evaluated the effectiveness of their governance arrangements in the previous year, and setting out any planned changes in the coming period.</p> <p>This report presents the draft Annual Governance Statement to the Committee for consideration and approval.</p> <p>The Audit & Governance Committee is RECOMMENDED to approve the Annual Governance Statement 2017/18, subject to the Chief Legal Officer making any necessary amendments in the light of comments made by the Committee, after consultation with the Leader of the Council, Chief Executive and Section 151 officer.</p>	<p>Recommendations agreed.</p>	<p>DLG (G. Watson)</p>
<p>14. Audit Working Group Report</p> <p>This report presents the matters considered by the Audit Working Group Meeting of 4 April 2018.</p> <p>The Committee is recommended to note the report.</p>	<p>Recommendations agreed.</p>	<p>DF (S. Cox)</p>

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<p>15. Work Programme</p> <p>To review the Committee's Work Programme.</p>	<p>The Committee agreed the following additions:</p> <p>25 July 2018 Safer Recruitment Update Governance of the Housing and Growth Deal</p>	<p>DLG (C. Ó Caomhánai gh)</p>