



To: Members of the Audit & Governance Committee

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

**Wednesday, 18 March 2020 at 2.00 pm**

**Rooms 1&2 - County Hall, New Road, Oxford OX1 1ND**

Yvonne Rees  
Chief Executive

March 2020

Committee Officers: Lucy Tyrrell, Tel 07741 607824; E-mail:  
[lucy.tyrrell@oxfordshire.gov.uk](mailto:lucy.tyrrell@oxfordshire.gov.uk)

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**Membership**

Chairman – Councillor Nick Carter  
Deputy Chairman - Councillor Tony Ilott

*Councillors*

Paul Buckley  
Dr Simon Clarke  
Charles Mathew

D. McIlveen  
Glynis Phillips  
Roz Smith

Vacancy

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*Co-optee*

Dr Geoff Jones

**Notes:**

- ***There will be a pre-meeting briefing at County Hall (Member's Boardroom) on 13 March 2020 at 9.30 a.m. for the Chairman, Deputy Chairman and Opposition Group Spokesman.***
- ***There will be a private members briefing by the External Auditors on the day of the Committee meeting in the Member's Boardroom at 1.30 p.m.***
- ***Date of next meeting: 29 April 2020.***

## 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 **07776 997946** or [glenn.watson@oxfordshire.gov.uk](mailto: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 - 4)

To approve the minutes of the meeting held on 15 January 2020 and to receive information arising from them.

## 4. Petitions and Public Address

## 5. External Auditors (Pages 5 - 58)

2.10 p.m.

Representatives from the external auditors Ernst & Young will attend to present the following reports:

- Oxfordshire Pension Fund Audit Planning Report
- Oxfordshire County Council Audit Planning Report

## 6. Scale of Election Fees and Expenditure 2020/21 (Pages 59 - 68)

2.25 p.m.

Report by Director of Law & Governance and Monitoring Officer

Each year the Council needs to set a scale of election fees and expenditure for the holding of elections of county councillors. This Committee has delegated responsibility for approving the “scale of fees”.

In accordance with the Council’s practice, a review has been undertaken in consultation with the City and District Councils of Oxfordshire, who assist in running the County Council’s elections and by-elections. The Districts are generally mindful of the County Council’s scale of fees, when setting their own fees for local elections and also use it in the event of any County Council by-election. Therefore, the Scale of Fees aims to provide a framework, and to steer an even course between the individual requirements of all the districts and the County.

The proposed scale of fees and expenditure for 2020/21 is included as an Annex to this report. The Committee is requested to approve the proposed Scale of Fees to apply from 1 April 2020.

***The Committee is RECOMMENDED to approve the Scale of Expenditure for the financial year 2020/21, as shown in Annex A to this report, for the election of County Councillors and any other local referendums.***

**7. Progress update on actions - Annual Governance Statement 2019/20 (Pages 69 - 74)**

2.40 p.m.

Report by Director of Law & Governance and Monitoring Officer.

Each year the Council must approve an Annual Governance Statement. This Committee is instrumental in this and will be invited to approve a new Statement in May 2020. The Statement provides a description of the effectiveness of the Council's governance framework and an Opinion as to its sufficiency. It also normally includes a set of governance actions that will form a priority for the year ahead.

In last year's Annual Governance Statement, several governance actions were listed as priorities for 2019/20. The Committee asked for a separate update on the outcomes from these actions before the Committee then goes on to consider the Annual Governance Statement for the forthcoming year. As such, this report includes a brief update on the priority actions identified for the 2019/20 year. The final position on them will be given in the Annual Governance Statement in May this year.

***The Committee is RECOMMENDED to consider and note the outcomes so far on the governance actions agreed in last year's Annual Governance Statement.***

**8. Audit & Governance Committee Annual Report to Council 2019 (Pages 75 - 92)**

3.10 p.m.

Report by the Chairman of the Audit & Governance Committee to be presented to The Council.

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 2019/20.

***The Committee is RECOMMENDED to consider the Annual Report and suggest any additions or amendments.***

**9. Counter-fraud Update (Pages 93 - 100)**

3.25 p.m.

Report by the Director of Finance

This report presents an Update on the Counter Fraud Strategy and Plan for 2019/20.

***The committee is RECOMMENDED to note the progress with delivery of Counter Fraud Strategy and Plan for 2019/20.***

**10. The Future of the Joint Audit & Governance and Performance Scrutiny (Transformation) Sub-Committee (Pages 101 - 110)**

3.45 p.m.

Report from the Corporate Director for Customer and Organisational Development.

Also attached are the draft minutes from the Joint Audit & Governance and Performance Scrutiny (Transformation) Sub-Committee of 30 January 2020 for information.

***The Committee is RECOMMENDED to***

- a) agree, in conjunction with the Performance Scrutiny Committee, that the work of the Transformation Sub-Committee is complete in having overseen the start-up phase of the council's Transformation Programme and that future oversight now reverts back to its two parent committees; and***
- b) consider on an ongoing basis which specific change activities it wishes to include on its forward plan.***

**11. Work Programme (Pages 111 - 112)**

3.55 p.m.

To review the Committee's Work Programme.

**Close of meeting**

***An explanation of abbreviations and acronyms is available on request from the Chief Internal Auditor.***

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