



To: Members of the Audit & Governance Committee

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

Wednesday, 15 January 2020 at 2.30 pm

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

Yvonne Rees
Chief Executive

January 2020

*Committee Officers: Colm Ó Caomhánaigh, Tel 07393 001096; E-mail:
colm.ocaomhanaigh@oxfordshire.gov.uk*

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

Co-optee

Dr Geoff Jones

Notes:

- ***There will be a pre-meeting briefing at County Hall in the Members' Boardroom on Friday 10 January 2020 at 9.30am for the Chairman, Deputy Chairman and Opposition Group Spokesman.***
- ***There will be a private Treasury Management briefing at 1.30pm on the day of the Committee meeting in Room 2.***
- ***Date of next meeting: 18 March 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 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 - 8)

To approve the minutes of the meeting held on 13 November 2019 and to receive information arising from them.

4. Petitions and Public Address

5. Treasury Management Strategy Statement and Annual Investment Strategy for 2020/21 (Pages 9 - 26)

2.40pm

Report from Director for Finance.

The report contains the annual Treasury Management Strategy Statement and Annual Investment Strategy for 2020/21 in compliance with the CIPFA Code of Practice. The report sets out the borrowing and investment strategies for 2020/21 and relevant background information.

The Committee is RECOMMENDED to endorse the Treasury Management Strategy for 2020/21 as outlined in the report.

6. External Auditors (Verbal Report)

3.10pm

Representatives from the external auditors Ernst & Young will attend to present a report.

7. Internal Audit Plan - Progress Report (Pages 27 - 56)

3.25pm

Report from Director for Finance.

This report presents the Internal Audit progress report for 2019/20.

The Committee is RECOMMENDED to note the progress with the 19/20 Internal

Audit Plan and the outcome of the completed audits.

8. Audit Working Group Report (Pages 57 - 60)

3.55pm

Report from Director for Finance.

This report presents the matters considered by the Audit Working Group Meeting of 18 December 2019.

The Committee is RECOMMENDED to note the report.

9. Work Programme (Pages 61 - 62)

4.05pm

To review the Committee's work programme and meeting dates.

Close of meeting

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