



To: **Members of the Audit & Governance Committee**

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

Wednesday, 8 November 2017 at 2.00 pm

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

Peter G. Clark
Chief Executive

October 2017

*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
Ian Corkin
Helen Evans

Charles Mathew
D. McIlveen
Les Sibley

Roz Smith

Co-optee

Dr Geoff Jones

Notes:

- ***There will be a pre-meeting briefing at County Hall on Friday 3 November 2017 at 9.30am in the Members' Board Room for the Chairman, Deputy Chairman and Opposition Group Spokesman.***
- ***Date of next meeting: 10 January 2018***

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 - 6)

To approve the minutes of the meeting held on 6 September 2017 (**AG3**) and to receive information arising from them.

4. Petitions and Public Address

5. Performance of Highways Partnership Contract (Pages 7 - 16)

2.10pm

Report from the Director of Infrastructure Delivery

To provide the Committee with an update on the Highways Term Contract with Skanska UK Ltd. The paper reports the outcome of the annual performance review which releases extensions to contract and the mid-term position on in year operational performance.

The Committee is RECOMMENDED to

- a) note the contents of the report; and
- b) advise of areas of operational concern to help inform performance measures for 2018/19.

6. Presentation on the Customer Service Improvement Programme

2.55pm

The Committee meeting in July agreed to receive an update on the Customer Service Improvement Programme at this meeting. The presentation will be made by Ian Dyson, Assistant Chief Finance Officer (Assurance).

7. External Auditors (Pages 17 - 44)

3.40pm

A representative from the external auditors, Ernst & Young, will attend to present the

following item:

- Annual Audit Letter

8. Treasury Management Mid Term Review 2017/18 (Pages 45 - 64)

4.00pm

Report by the Director of Finance

The report sets out the Treasury Management activity undertaken in the first half of the financial year 2017/18 in compliance with the CIPFA Code of Practice. The report includes Debt and Investment activity, Prudential Indicator monitoring and forecast interest receivable and payable for the financial year.

The Committee is RECOMMENDED to note the report.

9. Cybersecurity

4.20pm

A presentation by Graham Shaw, Director of Customer Experience, will review the position taken nationally to understand and address the risks, and the actions we are taking within Oxfordshire County Council - including those that follow the most recent Internal Audit.

10. Audit Working Group Report (Pages 65 - 68)

4.40pm

This report presents the matters considered by the Audit Working Group Meetings of 6 September 2017 and 18 October 2017.

The Committee is RECOMMENDED to note the report.

11. Work Programme (Pages 69 - 70)

4.50pm

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.
