



To: Members of the Audit & Governance Committee

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

Wednesday, 26 February 2014 at 2.00 pm

County Hall, Oxford, OX1 1ND

Peter G. Clark.

Peter G. Clark
County Solicitor

February 2014

Contact Officer:

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Membership

Chairman – Councillor David Wilmshurst
Deputy Chairman - Councillor Charles Mathew

Councillors

Janet Godden
Sandy Lovatt
Susanna Pressel

Roz Smith
Lawrie Stratford
David Bartholomew

Nick Hards*

* Substituting for Councillor Surinder Dhesi

Co-optee: Dr Geoff Jones

Notes:

- **Date of next meeting: 23 April 2014**

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 Rachel Dunn on (01865) 815279 or Rachel.dunn@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 15 January 2014 (**AG3**) and to receive information arising from them.

4. Petitions and Public Address

5. Audit & Governance Committee Annual Report to Council (Pages 7 - 20)

2.10pm

This report is a draft of the Annual Report of the Committee 2013 (**AG5**), to be presented to The Council, by the Chairman on 1 April 2014.

The Audit & Governance Committee are RECOMMENDED to consider the Draft Annual Report and suggest any additions or amendments.

6. Revised CIPFA Guidance for Audit Committees

2.30pm

Ian Dyson, the Chief Internal Auditor, will provide an oral overview of the latest guidance, including the recommended practice for self- assessment against the standards and the skills matrix. The full guidance will be available to Members of the Committee in their protected area on the Council's Intranet.

The Committee is RECOMMENDED to agree a process for undertaking an assessment of compliance with the guidance.

7. Progress Report & Grants Claim Report (Pages 21 - 44)

2.40pm

Report by Ernst & Young

8. Election Fees & Charges (Pages 45 - 52)

3.00pm

Report by Rachel Dunn, Senior Democracy Officer (**AG8**).

The Committee is RECOMMENDED to approve the Scale of Expenditure for the financial year 2014/2015 for the election of County Councillors and any other local referendums.

9. Audit Working Group Reports (Pages 53 - 58)

3.10pm

Report by Ian Dyson, Chief Internal Auditor (**AG9**).

The Committee is RECOMMENDED to note the attached report.

**10. Audit & Governance Committee - draft work Programme 2014/15
(Pages 59 - 60)**

3.30pm

CLOSE OF MEETING

3.40pm

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

Pre-Meeting Briefing

There will be a pre-meeting briefing at County Hall on **Thursday, 20th February 2014** at **2.00pm** for the Chairman, Deputy Chairman and Opposition Group Spokesman.