

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](http://www.oxfordshire.gov.uk).)

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## AUDIT & GOVERNANCE COMMITTEE - WEDNESDAY, 26 FEBRUARY 2014

RECOMMENDATIONS FROM THE AGENDA	DECISIONS	ACTION
<p><b>1. Apologies for Absence and Temporary Appointments</b></p>	<p>Councillor Dhesi attended the meeting and did not have a substitute as notified.</p>	<p>HLC (R. Dunn)</p>
<p><b>2. Declaration of Interests - see guidance note</b></p>	<p>None.</p>	
<p><b>3. Minutes</b></p> <p>To approve the minutes of the meeting held on 15 January 2014 (<b>AG3</b>) and to receive information arising from them.</p>	<p>Agreed and signed subject to the following amendments:</p> <p>Minute 3/14 - minor typographical corrections.</p> <p>Minute 4/14 – Delete the final sentence of the preamble and replace with the following: “In response to a request from a member of the Committee, Mr Dyson undertook to report back on the operation of the Stewardship Fund.”</p> <p>It was further agreed that to avoid undue delay Mr Dyson consult with the Chairman on what should come back to the next meeting.</p>	<p>SW</p> <p>CIA</p>
<p><b>4. Petitions and Public Address</b></p>	<p>None.</p>	
<p><b>5. Audit &amp; Governance Committee Annual Report to Council 2014</b></p> <p>This report is a draft of the 2013 Annual Report of the Committee, to be presented</p>		

...Decisions... Decisions...

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<i>RECOMMENDATIONS FROM THE AGENDA</i>	<i>DECISIONS</i>	<i>ACTION</i>
<p>to The Council, by the Chairman on 1 April 2014.</p> <p>The Audit &amp; Governance Committee are RECOMMENDED to consider the Draft Annual Report and suggest any additions or amendments.</p>	<p>Members of the Committee suggested amendments to the report including: additional information on the governance activity undertaken by the Committee and its Sub-Committee; looking at various bullet points to ensure that they focussed on the positive activity rather than the issue; the wording on risk management to be reviewed to reflect discussions at the Audit Working Group that some measures could be reported 6 monthly; the reference to the externalisation programme to be expanded to reflect its importance and removal of the word "very" from the report.</p>	CIA
<p><b>6. Revised CIPFA Guidance for Audit Committees</b></p> <p>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.</p> <p>The Committee is RECOMMENDED to agree a process for undertaking an assessment of compliance with the guidance.</p>	<p>Agreed that the skills and knowledge audit for members of the Committee be undertaken on an individual confidential basis. Further agreed that the remaining self-assessment of the Committee's effectiveness and good practice be carried out by questionnaire, with the collated results reported back to the Committee.</p>	CIA/HLC
<p><b>7. Progress Report &amp; Grants Claim Report</b></p> <p>Report by Ernst &amp; Young</p>	<p>The Committee commented on the Audit Plan 2014 and noted the results of the work on claims and returns</p>	EY

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<i>RECOMMENDATIONS FROM THE AGENDA</i>	<i>DECISIONS</i>	<i>ACTION</i>
<p><b>8. Election Fees &amp; Charges</b></p> <p>Report by Rachel Dunn, Senior Democracy Officer <b>(AG8)</b>.</p> <p>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.</p>	<p>Recommendation agreed. The Committee further agreed that in the next round of negotiations officers have regard to the comments from Councillor Smith in relation to the figures being rounded for simplicity.</p>	<p>HLC (R. Dunn)</p>
<p><b>9. Audit Working Group Reports</b></p> <p>Report by Ian Dyson, Chief Internal Auditor.</p> <p>The Committee is RECOMMENDED to</p> <ul style="list-style-type: none"> <li>(a) note the report, and the timetable of future meetings;</li> <li>(b) Receive regular updates on the Lean project and Adult Social Care management information commencing September 2014;</li> <li>(c) Agree the revised AWG terms of reference;</li> <li>(d) Agree a date for the private sessions with External Auditor and the Chief Internal Auditor.</li> </ul>	<p>Recommendations agreed. Special Audit Working Group sessions for private meetings with the Chief Internal Auditor and External Auditor to be held in April and September 2014 respectively.</p> <p>It was agreed that in relation to property leases an assurance be sought from the Directorate that negotiations for the review of leases in the next 12 months will be flagged to commence at least 4 months before the expiry of the lease.</p>	<p>CIA</p> <p>CIA</p>
<p><b>10. Audit &amp; Governance Committee - draft work Programme 2014/15</b></p>	<p>Work Programme updated by the addition of the items on the Lean Project and Adult Social Care management information.</p>	<p>CIA/SW</p>