



To: Members of the Audit & Governance Committee

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

**Wednesday, 23 April 2014 at 2.00 pm
Meeting Rooms 1 & 2
County Hall, Oxford, OX1 1ND**

Peter G. Clark.

Peter G. Clark
County Solicitor

April 2014

Contact Officers: Sue Whitehead, Tel: (01865) 815384;
E-Mail: sue.whitehead@oxfordshire.gov.uk
Andrea Newman, Tel: (01865) 810283;
E-Mail: andrea.newman@oxfordshire.gov.uk

Membership

Chairman – Councillor David Wilmshurst
Deputy Chairman - Councillor Charles Mathew

Councillors

David Bartholomew
Surinder Dhesi
Janet Godden

Nick Hards
Sandy Lovatt
Roz Smith

Lawrie Stratford

Co-optee

Dr Geoff Jones

Notes:

- **Members are asked to note that from 1:00-2:00pm on Wednesday, 23 April 2014 (i.e. pre the Audit & Governance Committee meeting) there will be a special meeting of the Audit Working Group with the Chief Internal Auditor, in relation to the Annual Governance Statement.**
- **Date of next meeting: 2 July 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 26 February 2014 (**AG3**) and to receive information arising from them.

4. Petitions and Public Address

5. Business Strategy - Arrangements in place for Implementation (Pages 7 - 26)

2.10pm

Report by Lorna Baxter, Chief Finance Officer, to be presented by Stephanie Skivington, Corporate Finance Manager.

6. Internal Audit Services - Internal Audit Strategy and Quarter 1 Plan (Pages 27 - 40)

2.30pm

Report by Lorna Baxter, Chief Finance Officer, to be presented by Ian Dyson, Chief Internal Auditor.

7. Internal Audit Progress Report 2013/14 (Pages 41 - 80)

2.50pm

Report by Lorna Baxter, Chief Finance Officer, to be presented by Ian Dyson, Chief Internal Auditor.

8. Annual Governance Statement - Actions planned for 2013-14 (Pages 81 - 90)

3.10pm

Report by David Illingworth, Senior Financial Advisor.

9. Code of Corporate Governance (Pages 91 - 120)

3.30pm

Report by Peter Clark, County Solicitor & Monitoring Officer.

The Audit & Governance Committee has within its Terms of Reference responsibility for governance. The comments of the Committee are therefore being sought on the Council's Code of Corporate Governance a copy of which is included as an Annex to this report. The Code serves as a practical evidence base of the Council's commitment to good governance. The Council had previously agreed that the Code should be reviewed by Committee every two years. The Monitoring Officer has therefore reviewed the Code with appropriate managers and has updated the evidence column.

10. Draft Scrutiny Annual Report (Pages 121 - 140)

3.50pm

Head of Policy, Maggie Scott, will present the Scrutiny Annual Report. The report reviews the first year of operation of each of the new scrutiny committees, focusing on the outcomes that have been achieved.

11. Audit Working Group Reports (Pages 141 - 142)

4.10pm

Report by Ian Dyson, Chief Internal Auditor.

12. Audit & Governance Committee - Work Programme 2014 (Pages 143 - 144)

4.20pm

CLOSE OF MEETING

4.30pm

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, 17th April 2014 at 2.00pm** for the Chairman, Deputy Chairman and Opposition Group Spokesman.