



To: Members of the Audit & Governance Committee

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

**Wednesday, 13 January 2016 at 2.00 pm**

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

Peter G. Clark  
Head of Paid Service

January 2016

Contact Officers: Deborah Miller, Tel: (01865) 815384; E-Mail:  
deborah.miller@oxfordshire.gov.uk  
Tim Peart, Tel: (01865) 323569; E-Mail:  
timothy.peart@oxfordshire.gov.uk

---

**Membership**

Chairman – Councillor David Wilmshurst  
Deputy Chairman - Councillor Sandy Lovatt

*Councillors*

David Bartholomew  
Yvonne Constance OBE  
Tim Hallchurch MBE

Jenny Hannaby  
Nick Hards  
Roz Smith

John Tanner

---

*Co-optee*

Dr Geoff Jones

**Notes:**

- ***There will be a Treasury Management Briefing for all Members in Rooms 1 & 2 from 10:30 to 12:30 before the Committee Meeting on Wednesday 13 January 2016.***
- ***Date of next meeting: 24 February 2016***

## 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 (01865) 815270 or [glenn.watson@oxfordshire.gov.uk](mailto: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 - 12)**

To approve the minutes of the meeting held on Wednesday 18 November 2015 (**AG3**) and to receive information arising from them.

4. **Petitions and Public Address**
5. **Treasury Management Strategy (Pages 13 - 42)**

14:10

Report by the Chief Finance Officer (**AG5**)

The report contains the annual Treasury Management Strategy Statement and Annual Investment Strategy for 2016/17 in compliance with the CIPFA Code of Practice. The report sets out the borrowing and investment strategies for 2016/17 and relevant background information.

***When the report is considered by Cabinet on 26 January it will be RECOMMENDED to RECOMMEND to Council to:***

- (a) approve the Prudential Indicators for 2016/17, 2017/18 and 2018/19 as set out in Annex 1;***
- (b) approve the Minimum Revenue Provision Policy for 2016/17 as set out in Annex 2;***
- (c) approve the Treasury Management Strategy Statement & Annual Investment Strategy 2016/17;***
- (d) continue to delegate the authority to withdraw or advance additional funds to/from external fund managers to the TMST;***
- (e) approve the continued delegation of changes required to the Annual Treasury Management Strategy Statement & Annual Investment Strategy to the Chief Finance Officer in consultation with the Leader of the Council and Cabinet Member for Finance;***
- (f) approve the Draft Treasury Management Policy Statement as set out at Annex 5.***

## 6. Internal Audit Plan Update and Progress Report (Pages 43 - 70)

14:30

Report by the Chief Finance Officer (**AG6**)

The report presents the Internal Audit progress report for 2015/16, and includes the updated plans for all the assurance based activity covering Internal Audit, Counter-Fraud, Compliance Audits, and Assurance Mapping.

***The Committee is RECOMMENDED to note the report.***

## 7. Report from the Councillor Profile Working Group (Pages 71 - 72)

14:50

Report by Chief Legal Officer and Monitoring Officer (**AG7**).

In December 2014, Council received a report from the Independent Remuneration Panel on councillors' allowances. During the debate on that item, Council endorsed the Panel's view that overcoming obstacles to wider democratic representation required solutions other than simply revised allowances.

Council therefore asked this Committee to develop potential actions that this Council could take that might encourage a wider demographic representation from the May 2017 elections onwards. The Committee established a cross-party Councillor Profile Working Group comprising Councillors Hards, Bartholomew and Constance to consider overcoming the obstacles and the potential options which may encourage greater diversity of representation.

The Group's findings and recommendation are contained in their final report which is attached as Annex 1 to this item. The Committee is asked to consider the Group's report with a view to endorsing the actions recommended at paragraph 17 with the aim of achieving a greater diversity of representation.

***The Councillor Profile Working Group RECOMMENDS the Committee to consider its report (Annex 1) and to consider adopting the actions itemised at paragraph 17 of it.***

## 8. Constitution Review (Pages 73 - 80)

15:10

Report by the by the Chief Legal Officer and Monitoring Officer (**AG8**).

On 8 December 2015, Full Council considered a report from the Monitoring Officer on changes already made, or proposed to be made, to the Constitution. In recent years, such a report has been made to Council on an annual basis.

In the event, Council deferred consideration of the potential further changes to enable this Committee to give a view in principle on them. The changes that were necessary following previous decisions had of course already been made at the request of Council under the Monitoring Officer's delegated powers.

The report originally considered by Council is included as an Annex. The Committee is therefore being asked to do two things:

- 1) Firstly to note the changes that the Monitoring Officer has already made to the Constitution to implement previous decisions taken by this Council
- 2) Secondly to review the governance benefits of the proposed changes to two sections of the Constitution so that the Monitoring Officer can determine if and how to take this forward with Full Council.

***The Committee is RECOMMENDED to:***

- (a) note that changes have been made to the Constitution to give effect to the Council's previous decisions on:***
  - (i) senior management structures (Council Minute Reference 56/15; and***
  - (ii) senior officer dismissal procedures (Council Minute Reference 43/15);***
- (b) comment to Council on the proposed changes outlined in paragraphs 12 and 15 of this report.***

## **9. Report from the Audit Working Group (Pages 81 - 82)**

15:30

Report by the Chief Internal Auditor (**AG9**).

The report summarises the matters arising at the most recent meetings of the Audit Working Group (AWG).

***The Committee is RECOMMENDED to note the report.***

## **10. Audit & Governance Committee Work Programme (Pages 83 - 84)**

15:50

To review the Committee's work programme (**AG10**).

## **CLOSE OF MEETING**

16:00

***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 7 January 2016 at 2:00 pm** for the Chairman, Deputy Chairman and Opposition Group Spokesman in the Members' Boardroom.