



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

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

**Wednesday, 24 February 2016 at 2.00 pm**

**County Hall, Oxford, OX1 1ND**

Peter G. Clark  
Head of Paid Service

February 2016

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**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

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*Co-optee*

Dr Geoff Jones

**Notes:**

- ***Date of next meeting: 20 April 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 - 8)

To approve the minutes of the meeting held on 13 January 2016 (**AG3**) and to receive information arising from them.

## 4. Petitions and Public Address

## 5. Implications of the Account and Audit Regulations 2015 (Pages 9 - 12)

2.10

The 2015 Accounts and Audit Regulations set out requirements in relation to internal control, the exercise of public rights in relation to the accounts and rules for the preparation, approval and publication of the statement of accounts. The 2015 Regulations came into force on 1 April 2015 for financial years starting on or after that date. The report highlights changes compared to the previous 2011 Regulations and the implications for the Council.

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

- (a) note the report;***
- (b) agree that the draft statement of accounts will no longer be presented to the Committee for information;***
- (c) note that the draft Annual Governance Statement will be considered by the Audit Working Group before publication;***
- (d) agree that the Annual Governance Statement should only be presented once to the Committee, in its final draft for approval in September.***

## 6. Annual Governance Statement 2014/15 - Action Plan Progress (Quarter 3) (Pages 13 - 18)

2.30

Report by the Chief Legal Officer and Monitoring Officer (**AG6**)

Audit & Governance Committee approved the Annual Governance Statement (AGS) for 2014/15 in July 2015. This included six actions to be followed up by the relevant corporate lead and/or directorates in 2015/16. This report is the progress report on these actions as at the end of December 2015.

***The Audit & Governance Committee is RECOMMENDED to note the progress on the actions.***

## 7. **Audit Committee Annual Report to Council 2015 (Pages 19 - 32)**

2.50

Report by the Chairman of the Audit & Governance Committee to be presented to The Council (**AG7**).

The Annual Report sets out the role of the Audit & Governance Committee and summarises the work that has been undertaken both as a Committee and through the support of the Audit Working Group in 2014.

***The Committee is RECOMMENDED to consider the Annual Report and suggest any additions or amendments.***

## 8. **SCS LEAN and IT System Update**

3.10

Kate Terroni, Deputy Director Joint Commissioning will attend to give a brief presentation to the Committee.

The presentation will update the Committee on the Adult Social Care IT Project which went live in November 2015.

***The Committee is RECOMMENDED to receive the presentation.***

## 9. **Update on Hampshire Partnership (Pages 33 - 64)**

3.30

Lorna Baxter, Chief Finance Officer to attend to present the report that focusses on the status of the service at six months stabilisation, including issues which are still outstanding and actions taken for resolution.

***The Committee is RECOMMENDED to agree that a further update be provided in 3 months' time.***

## 10. **Ernst & Young Audit Plans and Sector Briefing (Pages 65 - 92)**

3.50

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

- Audit Planning Board Report;
- Local Government Sector Briefing.

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

## 11. Report from the Audit Working Group (Pages 93 - 94)

4.10

Report by the Chief Internal Auditor (**AG11**).

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

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

## 12. Request from Performance Scrutiny Committee

4.30

At their meeting on 4 February the Performance Scrutiny Committee considered the the decision of the Cabinet Member for Environment (Councillor Hudspeth substituting) made on 14 January 2016 following proper notice of a call in: Proposed Bus Lane & Parking/Waiting Restrictions - Orchard Centre (Phase 2), Didcot

The Committee agreed to refer the decision back to Cabinet on the grounds of material concerns in that the officers dealing with the matter had not been made aware of the fact that a 1500+ signature petition had been presented to Council opposing the proposal.

During discussion Members heard that the petition had been taken into account in consideration of the County Council's response to the planning application determined by South Oxfordshire District Council. In response to questions, officers confirmed that it had not been specifically referred to in that response.

Members in noting that the petition had been submitted to full Council raised concerns that local members had not been advised of the petition and kept informed of the response. The Committee considered that something extra was needed with regard to the protocol on Member engagement and requested that Audit & Governance Committee be requested to consider this matter.

***The Committee is RECOMMENDED to agree that the Monitoring Officer review the protocol on Member Engagement with a specific regard to petitions and to report back to this Committee.***

## 13. Audit & Governance Committee Work Programme (Pages 95 - 96)

4.40

To review the Committee's Work Programme (**AG13**).

### **CLOSE OF MEETING 4.45**

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**Pre-Meeting Briefing** - There will be a pre-meeting briefing at County Hall on **Thursday 18 February 2016** at **2.00 pm** for the Chairman, Deputy Chairman and Opposition Group Spokesman