

...Decisions... Decisions...

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.)

If you have a query please contact Colm Ó Caomhánaigh, Tel 07393 001096; E-mail: colm.oocaomhanaigh@oxfordshire.gov.uk ()

AUDIT & GOVERNANCE COMMITTEE - WEDNESDAY, 5 JULY 2017

RECOMMENDATIONS FROM THE AGENDA	DECISIONS	ACTION
1. Apologies for Absence and Temporary Appointments	None	
2. Declaration of Interests - see guidance note	In relation to Agenda Item 11, Councillor Helen Evans, declared that she is a director of an NGO that holds a contract with Oxfordshire County Council for advocacy services.	
3. Minutes To approve the minutes of the meetings held on 26 April 2017 and 16 May 2017 and to receive information arising from them.	The minutes of the meeting on 26 April 2017 were agreed and signed subject to the following amendment: delete the name of the Non-voting Member from the list of Voting Members. The minutes of the meeting of 16 May 2017 were agreed and signed.	CLO (C Ó Caomhá naigh)
4. Proposed change of meeting date RECOMMENDATION: That the Committee agrees to change the date of the Committee meeting originally scheduled for 13 September 2017 to take place on 6 September 2017, starting at 2pm.	Recommendation agreed.	CLO (C Ó Caomhá naigh)
5. Petitions and Public Address	None	

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<p>6. Audit Working Group Terms of Reference and Appointment of the Audit Working Group</p> <p>Report by the Director of Finance.</p> <p>This report presents the updated Audit Working Group Terms of Reference and requests that the Committee appoint the new Audit Working Group members.</p> <p>The committee is RECOMMENDED to:</p> <p>a) Approve the Audit Working Group Terms of Reference; and</p> <p>b) Appoint the members and substitute members of the Audit Working Group.</p>	<p>The Committee</p> <p>a) approved the Audit and Working Group Terms of Reference subject to amendments to allow for four members of the Committee in addition to the Chairman of the Working Group and four substitute members; and</p> <p>b) appointed the following members of the Audit Working Group:</p> <ul style="list-style-type: none"> • Councillor Nick Carter • Councillor Ian Corkin • Councillor Helen Evans • Councillor Roz Smith <p>and the following substitutes:</p> <ul style="list-style-type: none"> • Councillor Paul Buckley • Councillor Tony Ilott • Councillor Charles Mathew • Councillor Deborah McIlveen 	<p>Dof (S Cox)</p>
<p>7. Review of Performance Management of the Highways Partnership Contract</p> <p>Oxfordshire County Council has had a contractual relationship with Skanska for seven years. Over this time Council officers and Skanska have worked closely together to ensure continuous improvement in the way that services are delivered and that value for money is being achieved in undertaking a highway maintenance function. There is governance in place to regularly monitor the performance of the contractor and the shared outcomes achieved from the partnership and to benchmark the service against other authorities.</p>		

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<i>RECOMMENDATIONS FROM THE AGENDA</i>	<i>DECISIONS</i>	<i>ACTION</i>
<p>The presentation will address 5 main themes</p> <ul style="list-style-type: none"> • The highways contract and how it works • Value for Money and performance management • Changes to the ways of working • Asset valuation and the depreciation of the asset • Progress against previous Payment Audits 		
<p>8. Treasury Management Outturn 2016/17</p> <p>3.10pm</p> <p>Report by the Director of Finance</p> <p>The report sets out the Treasury Management activity undertaken in the financial year 2016/17 in compliance with the CIPFA Code of Practice. The report includes Debt and Investment activity, Prudential Indicator Outturn, Investment Strategy, and interest receivable and payable for the financial year.</p> <p>The Committee is RECOMMENDED to note the report, and to RECOMMEND Council to note the Council's Treasury Management Activity in 2016/17.</p>	<p>Recommendation agreed.</p>	<p>DoF (J Turner)</p>
<p>9. Internal Audit Charter</p> <p>3.30pm</p> <p>Report by the Director of Finance</p> <p>This report presents the updated Internal Audit Charter and also the Internal Audit Quality Assurance and Improvement Programme.</p> <p>The committee is RECOMMENDED to:</p>	<p>Recommendations agreed.</p>	<p>DoF (S Cox)</p>

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<i>RECOMMENDATIONS FROM THE AGENDA</i>	<i>DECISIONS</i>	<i>ACTION</i>
<p>a) Approve the Internal Audit Charter; and b) Note the Quality Assurance and Improvement Programme.</p>		
<p>10. External Auditors</p> <p>3.50pm</p> <p>A representative from the external auditors, Ernst & Young, will attend to present the following item:</p> <ul style="list-style-type: none"> • Progress Report 	<p>The Committee noted the report.</p>	<p>Ernst & Young (A. Witty/P. King)</p>
<p>11. Update on Hampshire Partnership</p> <p>4.10pm</p> <p>Report by the Director of Finance.</p> <p>In July 2015 the Council joined the Hampshire Partnership with HR and Finance operations being delivered through their Integrated Business Centre (IBC). The Audit and Governance Committee has received regular updates on the operation of the partnership, and issues arising This report covers the period from January 2017.</p> <p>The Committee is RECOMMENDED to:</p> <p>a) note the report; b) confirm whether updates are required routinely and at what frequency, or reported by exception should material issues arise; c) agree to receive a detailed presentation on the Customer Service Improvement Programme.</p>	<p>The Committee:</p> <p>a) noted the report; b) agreed to receive another update at the November 2017 meeting and to decide then when to receive further updates; and c) agreed to receive a detailed presentation on the Customer Service Improvement Programme at the November 2017 meeting.</p>	<p>DoF (I Dyson)</p>

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<i>RECOMMENDATIONS FROM THE AGENDA</i>	<i>DECISIONS</i>	<i>ACTION</i>
<p>12. Review of effectiveness of internal audit</p> <p>4.30pm</p> <p>Report by the Monitoring Officer.</p> <p>Each year the Monitoring Officer undertakes a survey of senior managers about the effectiveness of Internal Audit at Oxfordshire County Council. There is no longer a statutory requirement for a formal annual review of the effectiveness of Internal Audit, however this Committee last year agreed that the Monitoring Officer should continue to undertake this survey and report its outcomes to the Committee.</p> <p>This report summarises the responses to the survey. In short, the survey of the extended County Council Management Team reveals a positive picture of the effectiveness of Internal Audit during the year 2016/17.</p> <p>The Committee is RECOMMENDED to note and comment upon the report.</p>	<p>Recommendation agreed.</p>	<p>CLO (G Watson)</p>
<p>13. Work Programme</p> <p>4.50pm</p> <p>To review the Committee's Work Programme.</p>	<p>The Committee agreed to add the following items to the meeting on 8 November 2017:</p> <p>Update on Highways Contract Presentation on the Customer Service Improvement Programme</p>	<p>CLO (C O Caomhanai gh)</p>