



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

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

**Wednesday, 7 March 2018 at 2.00 pm**

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

Peter G. Clark  
Chief Executive

February 2018

*Committee Officers: Colm Ó Caomhánaigh, Tel 07393 001096;  
E-mail: colm.ocaomhanaigh@oxfordshire.gov.uk*

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**Membership**

Chairman – Councillor Nick Carter  
Deputy Chairman - Councillor Tony Ilott

*Councillors*

Paul Buckley  
Ian Corkin  
Helen Evans

Charles Mathew  
D. McIlveen  
Les Sibley

Roz Smith

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*Co-optee*

Dr Geoff Jones

**Notes:**

- ***There will be training session on risk management in Room 2 at 1pm before the main meeting on Wednesday 7 March 2018.***
- ***There will be a pre-meeting briefing at County Hall on 2 March 2018 at 9.30am for the Chairman, Deputy Chairman and Opposition Group Spokesman.***
- ***Date of next meeting: 25 April 2018***

## 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 **07776 997946** 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

To approve the minutes of the meeting held on 10 January 2018 and to receive information arising from them.

## 4. Petitions and Public Address

## 5. External Auditors (Pages 1 - 70)

2.10pm

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

- OCC Audit Planning Report 2017/18
- Oxfordshire Pension Fund Audit Planning Report 2017/18

## 6. Review of Local Government Ethical Standards: Stakeholder Consultation (Pages 71 - 78)

2.30pm

Report by the Director of Law and Governance

The Committee on Standards in Public Life is undertaking a review of Local Government Ethical Standards and is consulting with stakeholders.

The Consultation opened on 29 January 2018 and closes on 18 May 2018. The Consultation asks a number of questions in relation to Ethical Governance and anyone with an interest is asked to make a submission.

Members of the Audit & Governance Committee may wish to respond. This report is simply to bring the Consultation to the attention of Members and to coordinate any responses.

**The Committee is RECOMMENDED to consider the Consultation from the Committee on Standards in Public Life (Annex 1) and to:**

- determine whether, and if so how, to respond as a Committee;**
- determine whether, additionally, to encourage members and co-opted**

- members to respond individually; and
- c) if appropriate, ask the Monitoring Officer to co-ordinate the submission of responses before the closing date of the consultation.

## 7. Scale of Election Fees and Expenditure 2018/19 (Pages 79 - 86)

2.50pm

Report by the Director of Law and Governance

Each year the Council needs to set a scale of election fees and expenditure for the holding of elections of county councillors. This Committee is responsible for approving the 'scale of fees'. The Committee last did this in December 2016, approving a scale of fees to apply throughout the year 2017/18 and in particular for the May 2017 County Elections.

A scale of fees for the financial year 2018/19 now needs to be agreed. As in previous years, the review has been undertaken in consultation with the City and District Councils in Oxfordshire who assist the Council in the running of County Council elections. This year the scale of fees has been reviewed in the light of the experience of the County Election.

The proposed scale of fees is included as an Annex to this report. Committee is requested to approve the proposed Scale of Fees to apply from the start of the financial year 2018/19.

**The Committee is RECOMMENDED to approve the Scale of Expenditure for the financial year 2018/19, as shown in Annex A to this report, for the election of County Councillors and any other local referendums.**

## 8. Audit Working Group Report (Pages 87 - 90)

3.10pm

This report presents the matters considered by the Audit Working Group Meeting of 7 February 2018.

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

## 9. Work Programme (Pages 91 - 92)

3.20pm

To review the Committee's Work Programme.

## 10. "Fit for the Future" Transformation Programme Update (Pages 93 - 142)

3.30pm

Report by the Assistant Chief Executive.

The next stage of the county council's Fit for the Future transformation programme is now underway. The programme will ensure that in the future the council will be sustainable, resilient and can achieve better outcomes for our residents as well as addressing our financial challenges.

The work that was carried out last summer and developed over the autumn showed how staff, right across the council, were collectively spending their time. It demonstrated that relatively low proportions of effort were focused on front line service delivery and that our support processes and systems need improving.

In response we have now started an intensive programme of work to address these issues and design in detail how we will work in the future. With the help of PwC, we are focusing on investment in new ways of working and better use of digital technology to reduce costs further and improve customer service.

This will ensure we both meet residents' needs and can work more effectively and efficiently internally with the intention of achieving savings of between £33m-£58m per year, enabling political choices to be made about investment in services.

**The Committee is RECOMMENDED to:**

- a) **note the content of this report;**
- b) **comment on any issues that are pertinent to the remit of the Committee for example on governance, risk and delivery of benefits;**
- c) **provide a steer on how frequently they would like to be updated on this work and whether they would wish to be further involved in shaping the approach taken to governance in the design of the new operating model.**

**Close of meeting**

***An explanation of abbreviations and acronyms is available on request from the Chief Internal Auditor.***

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