



To: Members of the Audit & Governance Committee

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

**Wednesday, 6 March 2019 at 1.30 pm**

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

Yvonne Rees  
Chief Executive

February 2019

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

---

**Membership**

Chairman – Councillor Nick Carter  
Deputy Chairman - Councillor Tony Ilott

*Councillors*

Paul Buckley  
Jeannette Matelot  
Charles Mathew

D. McIlveen  
Glynis Phillips  
Les Sibley

Roz Smith

---

*Co-optee*

Dr Geoff Jones

**Notes:**

- ***There will be a pre-meeting briefing in the Members' Boardroom at County Hall on Friday 1 March 2019 at 9.30am for the Chairman, Deputy Chairman and Opposition Group Spokesman.***
- ***Date of next meeting: 8 May 2019***

## 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 (Pages 1 - 6)

To approve the minutes of the meeting held on 9 January 2019 and to receive information arising from them.

## 4. Petitions and Public Address

## 5. Governance of the Housing and Growth Deal

1.40

Presentation by Susan Halliwell, Director for Planning and Place.

## 6. Update on Carillion Recovery Plan (To Follow)

2.20

Report by the Director: Property, Assets & Investments.

An update on developments since the last report in November 2018.

## 7. External Auditors (Pages 7 - 14)

2.50

Representatives from the external auditors Ernst & Young will attend to present the following item:

- Audit Progress Report

## 8. Scale of Election Fees and Expenditure 2019/20 (Pages 15 - 24)

3.10

Report from the Director of Law and Governance and Monitoring Officer.

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”, which is considered last in March 2018, approving the scale of fees which would apply in 2018/19.

In accordance with the Council’s practice, a review has been undertaken in consultation with the City and District Councils of Oxfordshire, who assist in the running of County Council elections and by-elections. The Districts are generally mindful of the County Council’s scale of fees, when setting their own fees for local elections. Therefore, the Scale of Fees aim to provide a framework, and to steer an even course between the individual requirements of all the districts within the County.

The proposed scale of fees and expenditure is included as an Annex to this report. The Committee is requested to approve the proposed Scale of Fees to apply from the start of the financial year 2019/20.

**The Committee is RECOMMENDED to approve the Scale of Expenditure for the financial year 2019/2020, as shown in Annex A to this report, for the election of County Councillors and any other local referendums.**

**9. Update on actions - Annual Governance Statement 2018/19 (Pages 25 - 38)**

3.30

Report by the Director of Law & Governance and Monitoring Officer

Each year the Council must approve an Annual Governance Statement and this Committee is instrumental in this. The Statement provides a description of the effectiveness of the Council’s governance framework and an Opinion as to its sufficiency. It also normally includes a set of governance actions that will form a priority for the year ahead.

In last year’s Annual Governance Statement, several actions were listed as priorities for 2018/19 and the Committee asked for a separate update on the outcomes from these actions before the Committee then goes on to consider, in April, the Annual Governance Statement for the forthcoming year. As such, this report will include a brief update on the actions taken under each priority heading ahead of a final position being given in the Annual Governance Statement that the Committee will consider in May this year.

**The Committee is RECOMMENDED to consider and note the outcomes so far on the governance actions agreed in last year’s Annual Governance Statement.**

**10. Review of effectiveness of Internal Audit (Pages 39 - 46)**

3.50

Report by the Monitoring Officer.

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. This report summarises the responses to the survey. In short, the survey of the extended County Council Management Team continues to reveal a positive picture of the effectiveness of Internal Audit during the year 2017/18.

**The Committee is RECOMMENDED to note and comment upon the report.**

## **11. Review of Local Government Ethical Standards: Overview of the Report Issued on 30 January 2019 (Pages 47 - 60)**

4.10

Report by Director for Law & Governance

The Committee on Standards in Public Life undertook a review of Local Government Ethical Standards and it consulted with stakeholders. The Consultation opened on 29 January 2018 and closed on 18 May 2018. The Consultation asked a number of questions in relation to Ethical Governance and anyone with an interest was asked to make a submission. The Council responded to the Consultation with the submissions attached at Annex 1. On 30 January 2019, The Committee on Standards in Public Life issued their Report on Ethical Standards, taking account of submissions, and making recommendations for statutory change and the promotion of best practice. This Report sets out some of the main points that the Report on Ethical Standards raised.

**The Committee is RECOMMENDED to:**

- a) **note this Report and the conclusions raised by The Committee on Standards in Public Life's report "A Review of Local Government Ethical Standards"; and**
- b) **ask the Monitoring Officer to discuss the Review's recommendations with the Oxfordshire Monitoring Officers' Group and report back to a further meeting of this Committee on actions that Oxfordshire's Councils can take jointly, and that this Council can individually, to create an improved ethical standards framework.**

## **12. Audit Working Group Report (Pages 61 - 64)**

4.30

Report from the Director for Finance.

This report presents the matters considered by the Audit Working Group Meeting of 6 February 2019.

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

**13. Transformation Sub-Committee Report (Pages 65 - 68)**

4.40

Report from the Deputy Chairman of the Transformation Sub-Committee.

A brief summary of the first meeting of the Sub-Committee.

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

**14. Work Programme (Pages 69 - 70)**

4.50

To review the Committee's Work Programme.

**Close of meeting**

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

---