



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

Notice of a Meeting of the Audit & Governance Committee

**Wednesday, 2 June 2021 at 1.00 pm
Bodicote House, Bodicote, Banbury OX15 4AA**

Please note that Council meetings are currently taking place in-person (not virtually) with social distancing at the venue. Meetings will continue to be live-streamed and those who wish to view them are strongly encouraged to do so online to minimise the risk of Covid-19 infection.

If you wish to view proceedings, please click on this [Live Stream Link](#). However, that will not allow you to participate in the meeting.

Places at the meetings are very limited due to the requirements of social distancing. If you still wish to attend this meeting in person, you must contact the Committee Officer by 9am four working days before the meeting and they will advise if you can be accommodated at this meeting and of the detailed Covid-19 safety requirements for all attendees.

Yvonne Rees
Chief Executive

May 2021

*Committee Officers: Lucy Tyrrell, Tel 07741 607834; E-mail:
lucy.tyrrell@oxfordshire.gov.uk*

Membership

Chairman – Councillor Roz Smith
Deputy Chairman – Brad Baines

Councillors

Donna Ford
Nick Leverton

Dan Levy
Ian Middleton
Jane Murphy

Michael O'Connor
Judy Roberts

Co-optee

Dr Geoff Jones

Notes:

- ***There will be a pre-meeting held virtually on Thursday 27 May at 9.00 a.m. for the Chairman, Deputy Chairman and Opposition Spokesman.***
- ***Date of next meeting: 21 July 2021***

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 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 3 March 2021 and 18 May 2021 (to follow) and to receive information arising from them.

4. **Petitions and Public Address**

Currently council meetings are taking place in-person (not virtually) with social distancing operating in the venues. However, members of the public who wish to speak at this meeting can attend the meeting 'virtually' through an online connection. Places at the meeting are very limited due to the requirements of social distancing. While you can ask to attend the meeting in person, you are strongly encouraged to attend 'virtually' to minimise the risk of Covid-19 infection.

Please also note that in line with current government guidance all attendees are strongly encouraged to take a lateral flow test in advance of the meeting.

*Normally requests to speak at this public meeting are required by 9 am on the day preceding the published date of the meeting. However, during the current situation and to facilitate these new arrangements we are asking that requests to speak are submitted by no later than 9am four working days before the meeting i.e. **9 am on Wednesday 25 May 2021.** Requests to speak should be sent to lucy.tyrrell@oxfordshire.gov.uk. You will be contacted by the officer regarding the arrangements for speaking.*

If you ask to attend in person, the officer will also advise you regarding Covid-19 safety at the meeting. If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.

5. **Audit Working Group Terms of Reference and Appointments to the Audit Working Group (Pages 13 - 16)**

1.10 p.m.

Report by the Director of Finance

This report presents the updated Audit Working Group Terms of Reference and

requests members of the Audit & Governance Committee to appoint the members and substitute members of the Audit Working Group.

The committee is RECOMMENDED to:

- a) ***Approve the Audit Working Group Terms of Reference; and***
- b) ***Appoint the members and substitute members of the Audit Working Group.***

6. Statement of Accounts 2020/21 (Pages 17 - 32)

1.30 p.m.

Report by the Director of Finance.

This report sets out the latest position on the preparation of the 2020/21 Statement of Accounts including:

- The latest timetable for the 2020/21 Statement of Accounts and external audit
- The draft Narrative Report
- The draft Going Concern Assessment

The Committee is RECOMMENDED to

- a) ***note the latest timetable for the 2020/21 Statement of Accounts and external audit***
- b) ***comment on the draft Narrative Report and Going Concern assessment that will form part of the Statement of Accounts***

7. Annual Governance Statement (to follow)

1.50 p.m.

8. Ernst & Young - Progress Report (to follow)

2.10 p.m.

9. Treasury Management Annual Performance Report (Pages 33 - 46)

2.30 p.m.

Report by the Director of Finance.

The report sets out the Treasury Management performance in the financial year 2020/21 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.

The Audit & Governance Committee is RECOMMENDED to note the report, and to

RECOMMEND Council to note the Council's Treasury Management Activity in 2020/21.

15 MINUTE BREAK SCHEDULED

10. Annual Report of the Chief Internal Auditor (Pages 47 - 90)

3.10 p.m.

Report by the Chief Internal Auditor.

This is the annual report of the Chief Internal Auditor, summarising the outcome of the Internal Audit work in 2020/21, and providing an opinion on the Council's System of Internal Control. The opinion is one of the sources of assurance for the Annual Governance Statement.

The committee is RECOMMENDED to consider and endorse this annual report.

11. Internal Audit Strategy & Annual Progress Plan 2021/22 (Pages 91 - 110)

3.30 p.m.

Report by the Director of Finance.

This report presents the Internal Audit Strategy and Internal Audit Plan for 2021/22.

The committee is RECOMMENDED to comment and note the Internal Audit Strategy and Internal Audit Plan for 2021/22.

12. Audit Working Group Report (Pages 111 - 112)

3.50 p.m.

Report by the Director of Finance.

This report presents the matters considered by the Audit Working Group Meeting of 28 April 2021.

The Committee is RECOMMENDED to note the report.

13. Audit & Governance Committee Work Programme 2021/22 (Pages 113 - 114)

4.00 p.m.

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.
