

# AUDIT AND GOVERNANCE COMMITTEE

## A G E N D A

Date : Wednesday 25<sup>th</sup> June 2008

Venue : The Town Hall, St. Aldate's at 5.00 pm

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### Members of the Committee

Councillor Stephen Brown	Tel: 01865 311535
Councillor Clark Brundin	Tel: 01865 510868
Councillor Beverley Hazell	Tel: 07726 943801
Councillor Bryan Keen	Tel: 01865 776948
Councillor Bob Price	Tel: 01865 725218
Councillor Craig Simmons	Tel: 01865 202257
Councillor Oscar Van Nooijen	Tel: 01865 251757

### WHO TO CONTACT AT THE COUNCIL

Sarah Fogden, Head of Finance, Tel: 01865 252708, E-mail:  
[sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)

Penny Gardner, Head of Finance, Tel: 01865 252708, E-mail:  
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Peter McQuitty, Performance and Communications, Tel: 01865 252780, E-mail:  
[pmcquitty@oxford.gov.uk](mailto:pmcquitty@oxford.gov.uk)

Mathew Metcalfe, Democratic Services Officer, Tel: 01865 252214, E-mail:  
[mmetcalfe@oxford.gov.uk](mailto:mmetcalfe@oxford.gov.uk)

## **DECLARING INTERESTS**

### **What is a personal interest?**

**You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close association more than it would affect the majority of other people in the ward(s) to which the matter relates.**

**A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to gain or lose by the decision, you should also declare it.**

You also have a personal interest in a matter if it relates to any interest, which you must register.

### **What do I need to do if I have a personal interest?**

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

### **What is a prejudicial interest?**

You have a prejudicial interest in a matter if;

- (a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- (b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- (c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

### **What do I need to do if I have a prejudicial interest?**

You must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.

1. **ELECTION OF CHAIR FOR THE COUNCIL YEAR 2008/09**
2. **ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2008/09**
3. **APOLOGIES FOR ABSENCE**

Please note that the Quorum of the Committee is 3 Members.

4. **DECLARATIONS OF INTEREST**

**Councillors serving on the Committee are asked to declare any personal and prejudicial interests they may have in any of the following agenda items. Guidance on this is detailed above.**

5. **NOTIFICATION OF URGENT BUSINESS**

Items of business notified to Mathew Metcalfe (Legal and Democratic Services) by no later than 5.00 p.m. on Monday 23<sup>rd</sup> June 2008 and which, in the opinion of the Chair, should be considered by the Committee as a matter of urgency for reasons of special circumstances.

6. **STATEMENT OF ACCOUNTS 2007/08**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report which details the Oxford City Council Statement of Accounts 2007/08. These accounts set out the financial results of Oxford City Councils activities for the 12 months up to 31<sup>st</sup> March 2008.

The Committee is asked to comment on the Statement of Accounts 2007/08

7. **PROGRESS REPORT 2007/08 AUDIT PLAN – AUDIT COMMISSION**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Heads of Finance have submitted a report on behalf of the Audit Commission, which details the progress of the Audit Commission with regard to their plan of Audits for 2007/08.

The Committee is asked to comment on and note the report.

**8. PLANNING REVIEW FOLLOW-UP – AUDIT COMMISSION**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report on behalf of the Audit Commission, which details the findings of a review of the quality of the City Councils Planning Services.

The Committee is asked to comment on and note the report.

**9. REVIEW OF WESTGATE REDEVELOPMENT – AUDIT COMMISSION**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report on behalf of the Audit Commission which has produced a report following a review of the process etc. regarding the Westgate Centre redevelopment.

The Committee is asked to comment on and note the report.

**10. INTERNAL AUDIT SERVICE 2007/08 – PROGRES AND PERFORMANCE REPORT (FINAL) - KPMG**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report on behalf of KPMG, the Councils Internal Auditors. The report gives a statement of the progress that was made against the 2007/08 Internal Audit Plan and details Internal Audit reports on the following:

- (a) Grants to voluntary bodies
- (b) Homelessness
- (c) Housing Regeneration
- (d) Risk Management
- (e) Performance information

The Committee is asked to comment on and note the reports.

## 11. INTERNAL AUDIT – ANNUAL REPORT 2007/08 - KPMG

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report on behalf of the Councils Internal Auditors, KPMG. The report provides a commentary of internal audit activity for the 2007/08 year and in particular sets out:

- (i) Their assessment of the adequacy and effectiveness of the Authority's risk management, control and governance process;
- (ii) The work undertaken to formulate their assessment;
- (iii) The performance of internal audit against the plan for the year.

The Committee is asked to comment on and note the report.

## 12. INTERNAL AUDIT PROGRESS 2008/09 – PROGRESS - KPMG

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report on behalf of KPMG, the Councils Internal Auditors. The report gives a statement of progress against the Internal Audit Plan for 2008/09.

The Committee is asked to comment on and note the report.

## 13. VALUE FOR MONEY AND EFFICIENCY ACTION PLAN

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report at the request of the Leader of the Council. The report sets out the next steps in improving the City Councils value for money and was considered by the city Executive Board at its meeting on 11<sup>th</sup> June 2008 which agreed the following:

*“agreed the recommendations as set out in the report and that regular (quarterly) updates be given to Scrutiny Committee A and the Audit and Governance Committee”*

The Committee is asked to note the report.

**14. CORPORATE RISK REGISTER – OUTTURN REPORT FOR 2007/08**

**Board Member responsible: Councillor Bob Price**

**Report authors: Penny Gardner, Tel: 01865 252708, E-mail: pgardner@oxford.gov.uk and Sarah Fogden, Tel: 01865 252708, E-mail: sfogden@oxford.gov.uk**

The Head of Finance has submitted a report which details the outturn of the 2007/08 Corporate Risk Register and details how the register will be updated and monitored in 2008/09.

The committee is asked to note the outturn for 2007/08 and to endorse the plans for updating and reporting in 2008/09

**15. MINUTES**

Minutes of the meeting held on 23<sup>rd</sup> April 2008

**16. MATTERS ARISING FROM THE MINUTES**

This item is for information only.

**17. FUTURE AGENDA ITEMS**

**18. DATES OF FUTURE MEETINGS**

Meetings of this Committee are programmed as follows and will start at 5.00 pm in the Town Hall.

Thursday 24<sup>th</sup> July 2008  
Tuesday 23<sup>rd</sup> September 2008  
Tuesday 25<sup>th</sup> November 2008  
Tuesday 23<sup>rd</sup> December 2008  
Tuesday 27<sup>th</sup> January 2009  
Tuesday 24<sup>th</sup> March 2009  
Tuesday 28<sup>th</sup> April 2009