

AUDIT AND GOVERNANCE COMMITTEE

A G E N D A

Date : Tuesday 25th November 2008

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

Members of the Committee

Councillor Stephen Brown	Tel: 01865 311535
Councillor Clark Brundin (Chair)	Tel: 01865 510868
Councillor Beverley Hazell	Tel: 07726 943801
Councillor Bryan Keen	Tel: 01865 776948
Councillor Maureen Christian	Tel: 01865 558569
Councillor Craig Simmons (Vice-Chair)	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

Penny Gardner, Head of Finance, Tel: 01865 252708, E-mail:
pgardner@oxford.gov.uk

Peter McQuitty, Policy, Performance and Communications Manager, Tel: 01865
252780, E-mail: pmcquitty@oxford.gov.uk

Mathew Metcalfe, Democratic Services Officer, Tel: 01865 252214, E-mail:
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. APOLOGIES FOR ABSENCE

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

2. 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.

3. NOTIFICATION OF URGENT BUSINESS

Items of business notified to Mathew Metcalfe (Legal and Democratic Services) by no later than 4.30pm Friday 21st November 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.

4. INTERNAL AUDIT PROGRESS 2008/09 – KPMG – PROGRESS, FINDINGS AND PERFORMANCE

Contact Officers: 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 on behalf of KPMG, the Councils Internal Auditors. The report gives a statement of the progress made against the 2008/09 Internal Audit Plan and details Internal Audit reports on the following:

- (a) Statement of progress against Internal Audit Plan
- (b) Business Continuity Planning
- (c) Data Security
- (d) Performance Information
- (e) Audit and Governance Committee reporting schedule

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

**5. PRIVATE HIRE AND HACKNEY CARRIAGE LICENSING – REVISED
FINAL REPORT - KPMG**

**Contact Officers: 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 on behalf of KPMG, The Councils Internal Auditors. This report reflects the revised Management response from the City Council in respect of the Taxi Licensing audit recently carried out by KPMG.

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

6. TAXI LICENSING AUDIT – ACTION PLAN

**Report author: Tony Payne, Tel: 01865 252062, E-mail:
tpayne@oxford.gov.uk**

The Head of Environmental Health has submitted a report which details a detailed action plan on how the recommendations following the KPMG audit into Taxi Licensing will be implemented.

The Committee is asked to note the progress made on implementing the actions from the Taxi Licensing Audit.

7. UPDATE ON PROGRESS WITH STATEMENT OF ACCOUNTS 2007/08

**Contact Officers: 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 reports the final position on the Statement of Accounts 2007/08.

The Committee is asked:

- (a) To note that the Statement of Accounts has been qualified for 2007/08;
- (b) To note the Action Plan.

**8. AUDIT COMMISSION PROGRESS REPORT – AUDIT 2007/08 AND
2008/09**

**Contact Officers: 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 on behalf of the Audit Commission. The report details the progress made on planned audits.

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

9. ANNUAL GOVERNANCE REPORT – AUDIT 2007/08 – AUDIT COMMISSION

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 on behalf of the Audit Commission. The updated report summarises the findings from the 2007/08 audit and identifies the key issues considered before the Audit Commission issues their audit opinion, value for money conclusion and closure certificate.

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

10. CORPORATE RISK REGISTER – QUARTER 2 MONITORING

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 Quarter 2 of the Corporate Risk Register and Risk Status.

The Committee is asked to note the update to the Corporate Risk Register.

11. MINUTES

Minutes of the meeting held on 23rd September 2008

12. MATTERS ARISING FROM THE MINUTES

This item is for information only.

13. FUTURE AGENDA ITEMS

14. DATES OF FUTURE MEETINGS

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

Tuesday 27th January 2009

Tuesday 24th March 2009

Tuesday 28th April 2009

15. MATTERS EXEMPT FROM PUBLICATION

If the Committee wishes to exclude the press and public from the meeting during its consideration of the items on the exempt from publication part of the agenda, it will be necessary for the Committee to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(The Access to Information Procedure Rules at Section 16 of the Council's Constitution set out the conditions under which the public can be excluded from meetings).