

AUDIT AND GOVERNANCE COMMITTEE

A G E N D A

Date : Tuesday 24th March 2009

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 Craig Simmons (Vice-Chair)	Tel: 01865 202257
Councillor Oscar Van Nooijen	Tel: 01865 251757
Vacant seat	Tel:

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

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 AND SUBSTITUTIONS

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 20th March 2009 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. ANNUAL AUDIT AND INSPECTION LETTER

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 provides an overall summary of the Audit Commission's assessment of the Council and drew on the most recent Comprehensive Performance Assessment (CPA), the findings and conclusions from the audit of the Council for 2007/08 and from inspections undertaken since the last Annual Audit and Inspection Letter.

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

5. DATA QUALITY

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 provides a summary of the findings from work on data quality for 2007/08.

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

6. PROGRESS REPORT 2008/09 AUDIT PLAN – AUDIT COMMISSION

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, which details the progress of the Audit Commission with regard to their plan of Audits for 2008/09.

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

7. 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 Council's 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) Equality and Diversity
- (c) Responsive Repairs
- (d) Core Financial Systems Review
- (e) Health and Safety Follow-up 2008/09
- (f) Home Choice Deposits
- (g) Performance Information
- (h) Audit and Governance Committee reporting schedule

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

8. VALUE FOR MONEY (VFM) PROGRAMME - VEHICLE REPAIRS AND MAINTENANCE – FOLLOW-UP - 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 Council's Internal Auditors. The report updates the Committee following its original report which was submitted to the Committee on 28th June 2007.

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

9. VALUE FOR MONEY (VFM) PROGRAMME - STREET CLEANING FOLLOW-UP - 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 Council's Internal Auditors. The report updates the Committee following its original report which was submitted to the Committee on 28th September 2007.

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

10. HUMAN RESOURCES/PAYROLL AUDIT – ACTION PLAN UPDATE

Contact Officers: Sean Hoskin, Tel: 01865 252036, E-mail: shoskin@oxford.gov.uk

The Head of Human Resources has submitted a report following a request from the Committee at its previous meeting. The report details what work is happening currently following the recommendations of the initial audit report from KPMG.

The Committee is asked to note the progress made on implementing actions from the Human Resources/Payroll Audit.

11. RISK MANAGEMENT STRATEGY

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 provides an updated Risk Management Strategy which the city Executive Board will be asked to approve.

The Committee is asked to endorse the updated Risk Management Strategy.

12. MINUTES

Minutes of the meeting held on 27th January 2009

13. MATTERS ARISING FROM THE MINUTES

This item is for information only.

14. DATES OF FUTURE MEETINGS

Meetings of this Committee for the remainder of the 2008/09 and the following 2009/2010 Council Year, are programmed as follows and will start at 5.00 pm in the Town Hall.

2008/09 Council Year

Tuesday 28th April 2009

2009/2010 Council Year

Tuesday 30th June 2009

Thursday 24th September 2009

Tuesday 24th November 2009

Tuesday 23rd March 2010

Tuesday 27th April 2010

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).

PART II

MATTERS EXEMPT FROM PUBLICATION

(item C1 is exempt from publication by virtue of paragraphs 2, 3 and 7, Schedule 12A, Local Government Act 1972)

(2) Information which is likely to reveal the identity of an individual;

(3) Information about someone's finances or business;

(7) Information about action to deal with a crime

C1. ALLEGATIONS OF INTERNAL FRAUD, INVESTIGATIONS AND OUTCOMES AND THE OXFORD CITY COUNCIL WELFARE BENEFIT PROSECUTION AND SANCTION POLICY

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.

The Committee is asked to note the report.