

# AUDIT AND GOVERNANCE COMMITTEE

## A G E N D A

Date : Tuesday 30<sup>th</sup> June 2009

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

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### Members of the Committee

Councillors Stephen Brown, Clark Brundin, Roy Darke, Beverley Hazell, Bryan Keen, Craig Simmons and Oscar Van Nooijen

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

### WHO TO CONTACT AT THE COUNCIL

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### 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 2009/10**
- 2. ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2009/10**
- 3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

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 William Reed (Legal and Democratic Services) by no later than 4.30pm Friday 26<sup>th</sup> June 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.

**6. INTERNAL RISK ASSESSMENT AND AUDIT PLAN 2009/10 (Pricewaterhouse Coopers)**

Report circulated, page 6.1.

**7. REGENERATION INSPECTION (Audit Commission)**

Report circulated, page 7.1.

**8. AUDIT COMMISSION PROGRESS REPORT (Audit Commission)**

Report circulated, page 8.1.

**9. AUDIT COMMISSION 2009/10 AUDIT FEE LETTER (Audit Commission)**

Letter circulated, page 9.1

**10. CORPORATE RISK REGISTER – QUARTER 1 UPDATE**

Report (circulated, page 10.1) of the Heads of Finance.

**11. MONEY LAUNDERING POLICY AND PROCEDURE**

Report (circulated, page 11.1) of the Heads of Finance and the Investigation Manager.

**12. HEALTH AND SAFETY AUDIT – PROGRESS ON IMPLEMENTATION OF ACTION PLAN**

Report (circulated, page 12.1) of the Head of Human Resources

**13. DRAFT ANNUAL REPORT**

Report (circulated, page 13.1) of the Heads of Finance and the Policy, Performance and Communications Manager.

**14. ANNUAL GOVERNANCE STATEMENT**

Report to be circulated as a separate document.

**15. STATEMENT OF ACCOUNTS**

Report to be circulated as a separate document.

**16. TAXI LICENSING AUDIT – ACTION PLAN UPDATE**

Report (circulated, page 16.1) of the Head of Environmental Development

**17. MINUTES**

Minutes of the meeting held on 28<sup>th</sup> April 2009 (circulated at page 17.1)

**18. DATES OF FUTURE MEETINGS**

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

Thursday 24<sup>th</sup> September 2009

Tuesday 24<sup>th</sup> November 2009

Tuesday 26<sup>th</sup> January 2010

Tuesday 23<sup>rd</sup> March 2010

Tuesday 27<sup>th</sup> April 2010

**19. 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**

The Head of Finance has submitted a report (attached at page C1).

The Committee is asked to note the report.

#### **How to obtain agenda for the Audit and Governance Committee**

In order to reduce our use of resources, our carbon footprint and our costs we will no longer be producing paper copies of agenda over and above our minimum internal and Council member requirement. Paper copies may be looked at in our Town Hall and Ramsay House (St. Ebbe's Street) reception areas and at public libraries.

A copy of the agenda may be:-

- Viewed on our website – [www.oxford.gov.uk/councilmeetings](http://www.oxford.gov.uk/councilmeetings)
- Downloaded from our website
- Subscribed to electronically by registering online at [www.oxford.gov.uk/ebulletins](http://www.oxford.gov.uk/ebulletins)
- Sent to you in hard copy form upon payment of an annual subscription. The subscription to this agenda for one year is £36.00