

AUDIT AND GOVERNANCE COMMITTEE

A G E N D A

Date : Thursday 24th September 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	Tel: 01865 510868
Councillor Roy Darke	Tel: 01865 790670
Councillor Beverley Hazell (Chair)	Tel: 07726 943801
Councillor Bryan Keen	Tel: 01865 776948
Councillor Craig Simmons (Vice-Chair)	Tel: 01865 202257
Councillor Oscar Van Nooijen	Tel: 01865 251757

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

Mathew Metcalfe, Democratic Services Officer, Tel: 01865 252214, E-mail:
mmetcalfe@oxford.gov.uk

Peter McQuitty, Policy, Performance and Communications Manager, Tel: 01865 252780, E-mail: pmcquitty@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 5.00pm on Monday 21st September 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. EQUALITY AND DIVERSITY – AUDIT COMMISSION

Contact Officers: Peter McQuitty, Tel: 01865 252780, E-mail: pmcquitty@oxford.gov.uk

The Policy, Performance and Communications Manager has submitted a report, on behalf of the Audit Commission. The report details the Audit Commission's review of Oxford City Council's approach to equality and diversity and assess the Council's current performance and makes recommendations for improvements.

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

5. PROGRESS REPORT – 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. The report sets out the progress that the Audit Commission has made in delivering the work set out in the 2008/09 and 2009/10 audit plans.

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

6. INTERIM MEMO - 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. The report sets out the findings from the interim audit in preparation of the work to be undertaken on the 2008/09 financial statements for the City Council.

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

7. COMPLIANCE WITH INTERNATIONAL AUDITING STANDARDS – ENQUIRIES OF THOSE CHARGES WITH GOVERNANCE

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 letter, received from the Audit Commission. The letter requests the assistance from the Chair of the audit and Governance Committee with the Audit Commission's current work on the Council's accounts for 2008/09.

The Committee is asked to consider the request.

8. INCOME, FEES AND CHARGES – 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. The report presents the findings of a follow-up review undertaken in 2008 with regard to the progress on the implementation of the recommendations from the 2007/08 review of income, fees and charges at Oxford City Council.

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

9. INTERNAL AUDIT SUMMARY – PRICEWATERHOUSECOOPERS (PWC)

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 Council's Internal Auditors. The report details the progress on the internal audit plan.

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

10. FINAL STATEMENT OF ACCOUNTS

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

This report was not available at the time that the agenda was printed and will be circulated prior to the meeting.

11. CLOSURE OF ACCOUNT REVIEW

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

This report was not available at the time that the agenda was printed and will be circulated prior to the meeting.

12. MINUTES

Minutes of the meeting held on 30th June 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.

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

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.

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