

AUDIT AND GOVERNANCE COMMITTEE

Tuesday 26th January 2010

ACTION SHEET

Published on Thursday 28th January 2010

**NOTE: DEADLINE FOR CALL-IN OF ANY DECISION IS 5.00 P.M. ON
MONDAY 1ST FEBRUARY 2010**

**REQUESTS TO CALL-IN DECISIONS SHOULD BE SENT TO COLIN GREGORY
OR E-MAILED TO: callin@oxford.gov.uk**

**DECISIONS SHOULD NOT BE IMPLEMENTED UNTIL
THE END OF THE CALL-IN PERIOD**

To: All Members of Council
Chief Executive & Executive Directors
Heads of Service
Democratic Services Officers

Sarah Fogden/Penny Gardner (Finance)
Peter McQuitty (Policy, Performance, Communications)
Jeremy Thomas (Law & Governance)
Pricewaterhousecoopers (PWC)
Audit Commission

CITY COUNCILLORS PRESENT: The Chair (Councillor Beverley Hazell), the Vice-Chair (Councillor Craig Simmons), Councillors Stephen Brown, Clark Brundin, Roy Darke, Bryan Keen and Oscar Van Nooijen.

Cuoncillor Bob Price also attended for part of the meeting.

The meeting started at 5.00 pm and finished at 7.30 pm

<u>ITEM</u>	<u>TITLE AND DECISIONS</u>	<u>ACTION</u>
1.	APOLOGIES FOR ABSENCE Details in the minutes	
2.	DECLARATIONS OF INTEREST None declared.	
3.	NOTIFICATION OF URGENT BUSINESS None declared.	
4.	INTERNAL CONTROL TRAINING SESSION BY PRICEWATERHOUSECOOPERS (PWC) No action required from this item.	
5.	ANNUAL AUDIT LETTER – AUDIT COMMISSION The Committee agreed to note the report.	

6.	<p>AUDIT COMMISSION – PROGRESS REPORT</p> <p>The Committee agreed to note the report.</p>	
7.	<p>PROGRESS ON USE OF RESOURCES SUBMISSION</p> <p>The Committee agreed to note the position.</p>	
8.	<p>INTERNAL AUDIT REVISED AUDIT PLAN 2009/10 AND INTERNAL AUDIT DRAFT PLAN 2010/11 – PRICEWATERHOUSECOOPERS (PWC)</p> <p>The Committee agreed:</p> <p>(a) With regard to the revised Internal Audit Plan 2009/10 to approve the revised 2009/10 Audit Plan;</p> <p>(b) With regard to the draft Internal Audit Plan for 2010/11 to note that it was a first draft and that a further update would be received.</p>	<p>Sarah Fogden & PWC</p> <p>Sarah Fogden & PWC</p>
9.	<p>INTERNAL AUDIT SUMMARY – PRICEWATERHOUSECOOPERS (PWC)</p> <p>The Committee agreed to note the report and the progress that had been made.</p>	
10.	<p>PROCUREMENT – INTERNAL AUDIT FINAL REPORT – PRICEWATERHOUSECOOPERS (PWC)</p> <p>The Committee agreed:</p> <p>(a) To note the report;</p> <p>(b) To thank the staff of the Council’s Procurement Team for their work;</p> <p>(c) To note that the “Waiving of procurement procedures” would be included in the Creditor Payments Review to be undertaken by PWC.</p>	<p>Jane Lubbock</p> <p>PWC</p>

11.	<p>COLLECTION FUND (COUNCIL TAX AND NATIONAL NON-DOMESTIC RATES) – INTERNAL AUDIT FINAL REPORT – PRICEWATERHOUSECOOPERS (PWC)</p> <p>The Committee agreed:</p> <p>(a) To note the report;</p> <p>(b) To ask the Head of Finance to submit an update report to the September 2010 meeting of the Committee detailing the progress made on the actions regarding the medium and high issues in the report.</p>	Sarah Fogden & Helen Bishop
12.	<p>HOUSING BENEFITS – INTERNAL AUDIT FINAL REPORT – PRICEWATERHOUSECOOPERS (PWC)</p> <p>The Committee agreed:</p> <p>(a) To note and welcome the report and the High Assurance rating given to it;</p> <p>(b) To commend the Housing Benefit staff for their work.</p>	Sarah Fogden
13.	<p>INTERNAL AUDIT CHARTER 2009/10 – PRICEWATERHOUSECOOPERS (PWC)</p> <p>The Committee agreed to note the report.</p>	
14.	<p>RISK MANAGEMENT IMPROVEMENT PLAN</p> <p>The Committee agreed to note the report.</p>	Jo Hargreaves
15.	<p>CLOSURE OF ACCOUNTS</p> <p>The Committee agreed to note the position.</p>	
16.	<p>VALUE AND PERFORMANCE SCRUTINY COMMITTEE – EQUALITY AND DIVERSITY</p> <p>The Committee agreed to note the recommendations of the Value and Performance Scrutiny Committee.</p>	Pat Jones & Colin Gregory
17.	<p>MINUTES</p> <p>The Committee agreed to approve the minutes of the meeting held on 24th November 2009.</p>	

18.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>None raised.</p>	
19.	<p>DATES OF FUTURE MEETINGS</p> <p>The Committee noted the dates of future meeting as detailed on the agenda and that all meetings would meet at 5.00 pm in the Town Hall.</p>	
20.	<p>MATTERS EXEMPT FROM PUBLICATION</p> <p>Agreed the resolution to exclude the press and public.</p>	
C1.	<p>ALLEGATIONS OF INTERNAL FRAUD, INVESTIGATION AND OUTCOMES</p> <p>The Committee agreed to note the report and to request that details of the National Fraud Initiative be submitted to a future meeting of the Committee.</p>	<p>Carol Quainton</p>