

# Agenda

## Audit and Governance Committee

Date: **Tuesday 27<sup>th</sup> April 2010**

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Time: **5.00 pm**

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Place: **Oxford Town Hall**

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For any further information please contact:

**Sarah Fogden, Head of Finance**

Tel: (01865) 252708

Email: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)

**Penny Gardner, Head of Finance**

Tel (01865) 252708

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**Mathew Metcalfe, Democratic Services Officer**

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If you have any special needs or require help to understand this document, or would like it in another format, please call Mathew Metcalfe, Democratic Services Officer on 01865 252214 or e-mail [mmetcalfe@oxford.gov.uk](mailto:mmetcalfe@oxford.gov.uk) in advance of the meeting.

# Audit and Governance Committee

## Membership

<b>Chair</b>	<b>Councillor Beverley Hazell</b>	07726 943801
<b>Vice-Chair</b>	<b>Councillor Criag Simmons</b>	01865 202257
	<b>Councillor Stephen Brown</b>	01865 311535
	<b>Councillor Clark Brundin</b>	01865 510868
	<b>Councillor Roy Darke</b>	01865 790670
	<b>Councillor Bryan Keen</b>	01865 776948
	<b>Councillor Oscar Van Nooijen</b>	01865 251757

## GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.

A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

## AGENDA

Pages

### 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 or personal prejudicial interests they may have in any of the following agenda items.

### 3. NOTIFICATION OF URGENT BUSINESS

Items of business notified to Mathew Metcalfe (Law and Governance) by no later than 4.30pm on Friday 23 March 2010 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. ACCOUNTS CLOSURE 2009/10 - UPDATE

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance will provide a verbal update on the progress of Accounts Closure 2009/10.

The Committee is asked to note the progress.

### 5. INTERNAL AUDIT SUMMARY REPORT – 2010/11 PLAN – PRICEWATERCOOPERS(PWC)

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of finance has submitted a report on behalf of the Council's Internal Auditors. The report provides an update of the work undertaken as part of the 2009/10 Internal Audit Plan.

The Committee is asked to note the report.

**6. UPDATE ON CITY WORKS**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

Officers will provide a verbal update to the meeting.

**7. OXFORD CITY COUNCIL ASSET MANAGEMENT – FOLLOW-UP PROGRESS REVIEW 2009/10**

**Contact Officer: Steve Sprason, Tel: 01865 252802, E-mail: [ssprason@oxford.gov.uk](mailto:ssprason@oxford.gov.uk)**

The Head of Corporate Assets has submitted a report. The report advises the Committee of the outcome of a recently undertaken follow-up progress review by the Audit Commission.

The Committee is asked to:

- (a) Note the contents of the report and the Council's response:
- (b) Note that any actions arising will be dealt with through the intended refresh of the Council's Strategic Asset Management Plan, that work being overseen through the Corporate Asset Management Group (Board).

**8. PROGRESS ON IMPLEMENTATION OF AUDIT RECOMMENDATIONS**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report, the purpose of which is to update the Committee on the progress made of implementing audit recommendations.

The Committee is asked to comment on the format of the report and to note the progress made.

## 9. HEALTH AND SAFETY – PRICEWATERHOUSECOOPERS (PWC)

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors. The report details the findings of a review recently conducted as part of the 2009/10 Internal Audit Plan.

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

## 10. IMPLEMENTATION OF EQUALITY STANDARDS

**Contact Officers: Melanie Falkner-Barrett, Tel 01865 252131, E-mail: [mfaulkner-barrett@oxford.gov.uk](mailto:mfaulkner-barrett@oxford.gov.uk)**

The Head of People and Equalities has submitted a report which provides an update on equalities issues, in particular, progress against the equalities standards set out in the Equality Framework for Local Government.

The Committee is asked:

- (a) To note the changes to the Framework and the progress to date;
- (b) To note the challenges ahead in attaining the "Achieving" level under the Equality Framework for Local Government;
- (c) To note the commitment and processes that have been put in place to attain the "Achieving" level.

## 11. USE OF RESOURCES UPDATE

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Chief Executive will give a verbal update to the Committee.

## **12. AUDIT COMMISSION PROGRESS REPORT**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report on behalf of the Audit Commission. The report details the progress made in delivering the work set out in the 2009/10 audit plan.

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

## **13. BENEFIT INVESTIGATION – 2009/10 OUTCOMES**

**Contact officer: Carol Quinton, Tel: 01865 252478, E-mail: [cquinton@oxford.gov.uk](mailto:cquinton@oxford.gov.uk)**

The Head of Finance has submitted a report, which provides Members with details of the benefit investigations and outcomes for the period 2009/10.

The Committee is asked to note the report.

## **14. MINUTES**

Minutes of the meeting held on 23<sup>rd</sup> March 2010

## **15. MATTERS ARISING FROM THE MINUTES**

This item is for information only.

## **16. DATES OF FUTURE MEETINGS**

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

### Council Year 2010/11

Thursday 20<sup>th</sup> May 2010 (special meeting to elect Chair and Vice-Chair

Monday 28<sup>th</sup> June 2010

Thursday 23<sup>rd</sup> September 2010

Monday 22<sup>nd</sup> November 2010

Monday 31<sup>st</sup> January 2011

Monday 28<sup>th</sup> March 2011

Meetings of the Audit and Government Working Group

Meet between 20<sup>th</sup> May and 28<sup>th</sup> June 2010 (tbc)

## 17. FORWARD PLAN

Details of reports requested by the Audit and Governance Committee.

Report	Officer Responsible	Committee date
Value Added Tax	PWC	June 2010
Business Continuity	PWC	June 2010
Collection Fund (Council Tax & Non-Domestic Rates) – Follow up on the progress of actions regarding medium & high issues	Head of Finance	September 2010

## 18. CITY WORKS – PRICEWATERHOUSECOOPERS (PWC)

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

This report was not available when the main agenda was printed and will be circulated separately prior to the meeting.

## 19. FIXED ASSETS – PRICEWATERHOUSECOOPERS (PWC)

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

This report was not available when the main agenda was printed and will be circulated separately prior to the meeting.

## 21. ICT SECURITY – PRICEWATERHOUSECOOPERS (PWC)

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

This report was not available when the main agenda was printed and will be circulated separately prior to the meeting.

## **22. SKILLS OF AUDIT AND GOVERNMENT COMMITTEE MEMBERS**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

## **23. 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**

**Contact Officers: Penny Gardner, Tel: 01865 252708, E-mail: [pgardner@oxford.gov.uk](mailto:pgardner@oxford.gov.uk) and Sarah Fogden, Tel: 01865 252708, E-mail: [sfogden@oxford.gov.uk](mailto:sfogden@oxford.gov.uk)**

The Head of Finance has submitted a report which the Committee is asked to note.

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

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