

Agenda

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Audit and Governance Committee

Date: **Thursday 23 September 2010**

Time: **2.30 pm (NOTE TIME CHANGE FOR THIS MEETING)**

Place: **Oxford Town Hall**

For any further information please contact:

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Audit and Governance Committee

Membership

Chair	Councillor Beverley Hazell	07758210722
Vice-Chair	Councillor Clark Brundin	01865 510868
	Councillor Roy Darke	01865 790670
	Councillor Bryan Keen	01865 776948
	Councillor David Rundle	07980894147
	Councillor Scott Seamons	07910595047
	Councillor David Williams	01865 765852

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AGENDA

Pages

**PART ONE
PUBLIC BUSINESS**

1. APOLOGIES FOR ABSENCE

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. STATEMENT OF ACCOUNTS

The report for this item was not available when the main agenda was printed and will be circulated separately prior to the meeting.

4. AUDIT COMMISSION ANNUAL GOVERNANCE REPORT

The report for this item was not available when the main agenda was printed and will be circulated separately prior to the meeting.

5. AUDIT COMMISSION INTERIM MEMO

1-13

The Head of Finance has submitted a report on behalf of the Audit Commission which sets out the findings from the interim audit in preparation for work on the 2009/10 financial statements for the Council.

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

6. AUDIT COMMISSION PROGRESS REPORT

14-22

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

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

7. INTERNAL AUDIT SUMMARY REPORT – 2010/11 PLAN – PRICEWATERHOUSECOOPERS (PWC)

23-34

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 audit plan.

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

8 PROGRESS ON INTERNAL AUDIT RECOMMENDATIONS

The report for this item was not available when the main agenda was printed and will be circulated separately prior to the meeting.

9. FIRST QUARTER RISK REPORT

The Audit and Governance Committees role in Risk Management has altered with the new Risk Strategy approved for 2010. This Committee's role is to confirm that quarterly reporting has taken place to the City Executive Board and to review the summary risk profile. The first quarter report is due at the City Executive Board on 6th October and will then be reported to the Audit and Government Committee.

The Committee is asked to note the position.

10. COMPLIANCE WITH INTERNATIONAL AUDITING STANDARDS 35-36

The Head of Finance has submitted a letter received from the Audit Commission which requests the assistance of the Chair of the Audit and Governance Committee with the Audit Commissions current work on the Councils accounts for 2009/10.

The Committee is asked to comment on the request.

11. KEY OPERATIONAL DOCUMENTS RELATING TO THE PREVENTION AND DETECTION OF BENEFIT FRAUD 37-54

The Head of Finance has submitted a report which informs the Committee of the key operational documents relating to the prevention and detection of benefit fraud as approved by the City Executive Board on 1st September 2010.

The Committee is asked to note the report.

12 MINUTES 55-58

Minutes if the meeting held on 15th July 2010

13 MATTERS ARISING FROM THE MINUTES

This Item is for information only

14 DATES OF FUTURE MEETINGS

The Committee will meet on the following dates at 5.00pm in the Town Hall.

Monday 22nd November 2010

Monday 31st January 2011

Monday 28th March 2011

15 FORWARD PLAN

Details of reports requested by the Audit and Governance Committee.

Heat Map of risks update	PWC	

16 MATTERS EXEMPT FROM PUBLICATION

If the Committee wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

PART TWO
MATTERS EXEMPT FROM PUBLICATION

C1. ALLEGATIONS OF INTERNAL FRAUD, INVESTIGATIONS AND OUTCOMES

59-62

(Item C1 is exempt from publication by virtue of paragraphs 2,3 and 7, Schedule 12A, Local Government Act 1971)

- (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

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 personal 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 lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, 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?

If you 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.