

Agenda

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Audit and Governance Committee

Date: **Monday 22 November 2010**

Time: **5.00 pm**

Place: **Oxford Town Hall**

For any further information please contact:

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If you would like help to understand this document please call Mathew Metcalfe, Democratic Services Officer on 01865 252214 or e-mail mmetcalfe@oxford.gov.uk in advance of the meeting.

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. ANNUAL AUDIT LETTER – AUDIT COMMISSION

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

4. ANNUAL GOVERNANCE REPORT – AUDIT COMMISSION**1-34**

The Interim Head of Finance has submitted a report on behalf of the Audit Commission which details the result of the audit work undertaken for 2009/10.

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

5. AUDIT COMMISSION PROGRESS REPORT**35-43**

The Interim 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.

**6. PROGRESS ON INTERNAL AUDIT RECOMMENDATIONS –
DRAFT ACTION PLAN**

This report was not available when the main agenda was printed as data was still being collected. The report will be circulated separately prior to the meeting.

7. INTERNAL AUDIT SUMMARY REPORT – 2010/11 PLAN – PRICEWATERHOUSECOOPERS (PWC) 44-88

The Interim 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. AUDIT AND GOVERNANCE COMMITTEE – TRAINING FEEDBACK

Members of the Committee will feedback on recent training undertaken by the Committee.

9. MINUTES 89-94

Minutes of the meeting held on 23rd September 2010

10. MATTERS ARISING FROM THE MINUTES

This Item is for information only

11. DATES OF FUTURE MEETINGS

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

Monday 31st January 2011
Monday 28th March 2011

12. 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

95-99

(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.