

# Agenda

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## Audit and Governance Committee

Date: **Monday 28 March 2011**

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Time: **5.00 pm**

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Place: **Oxford Town Hall**

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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](mailto: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. AUDIT COMMISSION PROGRESS REPORT**

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.

**4. CERTIFICATION OF CLAIMS AND RETURNS – ANNUAL REPORT – AUDIT COMMISSION**

The Head of Finance has submitted a report on behalf of the Audit Commission which summarises the findings from certifying the 2009/10 claims and includes messages arising from the assessments and the Council's arrangements for preparing claims and returns and information on claims that the Audit Commission amended or qualified.

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

**5. FINAL ACCOUNTS CLOSEDOWN AND TRANSITION TO INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) – 2010/11**

The Head of Finance has submitted a report which updates the Committee on the Council's progress on the transition of the Council's accounts to International Financial Reporting Standards (IFRS), and preparations for the closedown of the 2010/11 accounts.

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

**6. RISK MANAGEMENT QUARTERLY REPORTING – QUARTER 3 2010/11**

The Head of Finance has submitted a report which provides a summary of the changes to the Corporate Risk Register and Service Risk Register submitted as part of the Quarter 3 update.

The Committee is asked to note that the Risk Registers are being regularly monitored, and actions to reduce risk are taking place.

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

The Head of Finance has submitted a report which updates the Committee on the progress on the implementation of audit recommendations.

The Committee is asked to note progress with the recommendations.

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

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.

**9. INTERNAL AUDIT RISK ASSESSMENT AND PLAN 2011/2012 – PRICEWATERHOUSECOOPERS (PWC)**

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors. The report outlines the proposed audit work for the year, based on an analysis of the key risks facing the Council.

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

**10. TREASURY MANAGEMENT PLAN – PRICEWATERHOUSECOOPERS (PWC)**

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors. The report details the findings of an audit of Treasury Management.

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

**11. MINUTES**

Minutes of the meeting held on 31<sup>st</sup> January 2011.

**12. MATTERS ARISING FROM THE MINUTES**

This Item is for information only

**13. POST IMPLEMENTATION REVIEW OF PARIS AND ITRENT PROJECTS – PRICEWATERHOUSECOOPERS (PWC)**

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors. The report details the findings of a post implementation review of PARIS and iTrent Projects.

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

**14. 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**

(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.