

Agenda

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Audit and Governance Committee

Date: **Monday 28 November 2011**

Time: **6.00 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

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Audit and Governance Committee

Membership

Chair	Councillor Beverley Hazell	Marston;
Vice-Chair	Councillor Clark Brundin	North;
	Councillor Roy Darke	Headington Hill and Northway;
	Councillor Bryan Keen	Cowley;
	Councillor Mark Mills	Holywell;
	Councillor Matt Morton	St. Mary's;
	Councillor Oscar Van Nooijen	Hinksey Park;

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AGENDA

	Pages
1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS	
<p>The Quorum for this Committee is 3 and substitutes are permitted.</p>	
2 DECLARATIONS OF INTEREST	
3 AUDIT COMMISSION OPINION MEMO	1 - 10
<p>The Head of Finance has submitted a report on behalf of the Audit Commission which details for information the Audit Commission's Opinion Memo.</p> <p>The Committee is asked to comment on and note the report.</p>	
4 ANNUAL AUDIT LETTER - AUDIT COMMISSION	11 - 26
<p>The Head of Finance has submitted a report on behalf of the Audit Commission which provides a summary of the findings from the 2010/11 audit.</p> <p>The Committee is asked to comment on and note the report.</p>	
5 AUDIT COMMISSION PROGRESS REPORT	27 - 32
<p>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 2010/11 audit plan.</p> <p>The Committee is asked to comment on and note the report.</p>	
6 INTERNAL AUDIT SUMMARY REPORT - 2011/12 PLAN - PRICEWATERHOUSECOOPERS (PWC)	33 - 42
<p>The Head of Finance has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which provides an update of the work undertaken as part of the 2011/12 Audit Plan.</p> <p>The Committee is asked to comment on and note the report.</p>	
7 AUDIT RECOMMENDATIONS - IMPLEMENTATION UPDATE	43 – 56

8 MINUTES

57 - 60

Minutes of the meeting held on 29 September 2011.

9 DATES OF FUTURE MEETINGS

The Committee will meet on the following dates at 6.00pm in the Town Hall:

Monday 6 February 2012

Monday 16 April 2012

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.

