

# Agenda

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## Audit and Governance Committee

Date: **Monday 16 April 2012**

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Time: **6.00 pm**

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

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For any further information please contact:

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# Audit and Governance Committee

## Membership

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

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## AGENDA

### Pages

**1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

The Quorum for this Committee is 3 and substitutes are permitted.

**2 DECLARATIONS OF INTEREST**

**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 2010/11 audit plan.

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

1 - 12

**4 INTERNAL AUDIT SUMMARY REPORT - 2011/12 PLAN - PRICEWATERHOUSECOOPERS (PWC)**

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.

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

13 - 22

**5 COMMERCIAL PROPERTY - PRICEWATERHOUSECOOPERS (PWC)**

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which details the outcomes into a review of Commercial Property.

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

23 - 40

**6 RISK ASSESSMENT AND INTERNAL AUDIT PLAN 2012/13**

The Head of Finance and submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which sets out the risk assessment and internal audit plan for Oxford City Council.

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

41 - 56

**7 RISK MANAGEMENT STRATEGY**

The Head of Finance has submitted a report which presents the updated Risk

57 - 76

Management Strategy for consideration.

The Committee is asked to consider the report and make recommendations as appropriate to the City Executive Board.

**8 ANNUAL REVIEW OF THE AVOIDING BRIBERY, FRAUD AND CORRUPTION POLICY, THE MONEY LAUNDERING POLICY AND PROCEDURE AND THE WHISTLE BLOWING POLICY**

77 - 110

The Head of Finance has submitted a report which details the annual review of the police's and seeks endorsement for any changes within the policies.

The Committee is asked to note the annual review of the Avoiding Bribery Fraud and Corruption Police, the Money Laundering Policy and the Whistle Blowing Policy.

**9 PREPARATION FOR THE COMPLETION OF THE STATEMENT OF ACCOUNTS FOR 2011-12**

111 - 154

The Head of Finance has submitted a report which updates the Committee on the preparations being made for the completion of the Statement of Accounts for 2011-12.

The committee is asked to note the progress with the preparations for the Statement of Accounts for 2011-12 and agree the changes in accounting policies as detailed in Appendix A of the report.

**10 PROGRESS ON IMPLEMENTATION OF AUDIT RECOMMENDATIONS**

155 - 170

The Head of Finance has submitted a report which details the progress on the implementation of internal and external audit recommendations.

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

**11 MINUTES**

171 - 176

Minutes of the meeting held on 6<sup>th</sup> February 2012.

**12 DATES OF FUTURE MEETINGS**

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

Thursday 28<sup>th</sup> June 2012  
Thursday 27<sup>th</sup> September 2012  
Thursday 29<sup>th</sup> November 2012  
Thursday 28<sup>th</sup> February 2013  
Thursday 18<sup>th</sup> April 2013

## **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.

