

Agenda

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Audit and Governance Committee

Date: **Thursday 24 April 2014**

Time: **6.00 pm**

Place: **Town Hall**

For any further information please contact:

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Audit and Governance Committee

Membership

Chair	Councillor James Fry	North;
Vice-Chair	Councillor Craig Simmons	St. Mary's;
	Councillor Tony Brett	Carfax;
	Councillor Roy Darke	Headington Hill and Northway;
	Councillor Mike Rowley	Barton and Sandhills;
	Councillor David Rundle	Headington;
	Councillor Scott Seamons	Northfield Brook;

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE

The quorum for this Committee is three Members and substitutes are allowed.

2 DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary interests they may have in any of the following agenda items. Guidance on this is set out at the end of these agenda pages.

3 ENVIRONMENTAL SERVICES - CLIMATE CHANGE RISK MITIGATION

The Head of Environmental Development, John Copley has been invited to attend the meeting to inform the Committee of work to mitigate the risk of climate change on the City Council. He will give a brief presentation.

4 EXTERNAL AUDIT PROGRESS REPORT 2013/14 - ERNST AND YOUNG

9 - 16

The Head of Finance has submitted a report on behalf of the Council's External Auditors, Ernst and Young which details the progress made in delivering the work set out in the 2013/14 audit plan.

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

5 EXTERNAL AUDIT - OXFORD CITY COUNCIL GRANT CERTIFICATION FEE

17 - 18

The Head of Finance has submitted a letter on behalf of the Council's External Auditors, Ernst and Young which details the Oxford City council Grant Certification Fee.

The Committee is asked to comment on and note the contents of the letter.

6 EXTERNAL AUDIT - LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING - ERNST AND YOUNG

19 - 26

The Head of Finance has submitted a document on behalf of the Council's External Auditors, Ernst and Young which provides a briefing on issues which might have an impact on the City Council.

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

7 INTERNAL AUDIT PROGRESS 2013/14 - PRICEWATERHOUSECOOPERS (PWC) 27 - 40

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which details the progress made in delivering the work set out in the 2013/14 audit plan.

The Committee is asked comment on and note the report.

8 INTERNAL AUDIT RISK ASSESSMENT AND PLAN FOR 2014/15 - PRICEWATERHOUSECOOPERS (PWC) 41 - 62

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which details the Internal Audit Risk Assessment and Plan for 2014/15.

The Committee is asked comment on and note the report.

9 INTERNAL AUDIT CHARTER - PRICEWATERHOUSECOOPERS (PWC) 63 - 72

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which details the Internal Audit Charter

The Committee is asked comment on and note the report.

10 PROGRESS ON THE IMPLEMENTATION OF AUDIT RECOMMENDATIONS 73 - 80

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

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

11 MINUTES 81 - 84

Minutes of the meeting held on 27th February 2014.

12 DATES AND TIMES OF MEETINGS

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

- Thursday 26th June 2014
- Monday 22nd September 2014
- Thursday 18th December 2014
- Thursday 26th February 2015

Thursday 23rd April 2015

The Committee will also be asked to consider amending the date of the September 2014 meeting.

13 MATTERS EXEMPT FROM PUBLICATION

If Committee wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for Council to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(The Access to Information Procedure Rules – Section 15 of the Council’s Constitution – sets out the conditions under which the public can be excluded from meetings of the Council)

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed “Declarations of Interest” or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council’s area; licences for land in the Council’s area; corporate tenancies; and securities. These declarations must be recorded in each councillor’s Register of Interests which is publicly available on the Council’s website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members’ Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members’ Code of Conduct says that a member “must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself” and that “you must not place yourself in situations where your honesty and integrity may be questioned”. What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

¹ Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member’s spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

