

Agenda

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Audit and Governance Committee

Date: **Thursday 26 February 2015**

Time: **6.00 pm**

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

For any further information please contact:

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As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

Audit and Governance Committee

Membership

Chair	Councillor James Fry
Vice-Chair	Councillor Jean Fooks Councillor Van Coulter Councillor Roy Darke Councillor Mike Rowley Councillor Scott Seamons Councillor David Thomas

The quorum for this Committee is three, substitutes are permitted.

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AGENDA

	Pages
<p>1 APOLOGIES FOR ABSENCE</p> <p>The quorum for this Committee is three Members and substitutes are allowed.</p>	
<p>2 DECLARATIONS OF INTERESTS</p> <p>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.</p>	
<p>3 CERTIFICATION OF CLAIMS AND RETURNS ANNUAL REPORT 2013-14</p> <p>Report of the external auditor.</p> <p>Purpose: the report summarises the results of the work on Oxford City Council's 2013-14 claims and returns.</p> <p>The Committee is asked to note the report.</p>	7 - 20
<p>4 AUDIT PROGRESS REPORT 2014-15</p> <p>Report of the external auditor.</p> <p>Purpose: to provide an overview of the timetable for the council's 2014-15 audit and to ensure the audit is aligned with the Committee's expectations.</p> <p>The Committee is asked to note the report.</p>	21 - 28
<p>5 LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING</p> <p>Briefing paper from the external auditor.</p>	29 - 40
<p>6 PROTECTING THE PUBLIC PURSE - FRAUD BRIEFING 2014</p> <p>Presentation by the external auditor.</p>	41 - 54
<p>7 INTERNAL AUDIT PROGRESS QUARTER 3 2014/15 - PRICEWATERHOUSECOOPERS</p> <p>The Head of Finance has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers.</p> <p>Purpose: the report details the progress made in delivering the work set out in the 2014/15 audit plan.</p> <p>The Committee is asked to note the report.</p>	55 - 66

8	PROGRESS ON IMPLEMENTATION OF AUDIT RECOMMENDATIONS Report of the Head of Finance. Purpose: To report progress on the implementation of internal and external audit recommendations. The Committee is asked to note progress with the recommendations listed in Appendix A.	67 - 72
9	RISK MANAGEMENT QUARTERLY REPORTING: QUARTER 3 2014/2015 Report of the Head of Finance. Purpose: to update the Committee on both corporate and service risks as at the end of Quarter 3, 31st December 2014. The Committee is asked to note this report.	73 - 82
10	MINUTES OF THE PREVIOUS MEETING Minutes of the meeting held on 18 December 2014.	83 - 86
11	DATES AND TIMES OF MEETINGS The Committee will meet at 6.00pm in the Town Hall on the following dates: Thursday 23 April 2015 Monday 29 June 2015 Tuesday 22 September 2015 Monday 21 December 2015.	
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 Committee 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. The Committee may maintain the exemption 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.	

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.

*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.