

Agenda

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Audit and Governance Committee

Date: **Monday 11 March 2019**

Time: **6.00 pm**

Place: **St Aldate's Room - Oxford Town Hall**

For any further information please contact the Committee Services Officer:

Jennifer Thompson, Committee and Members Services Officer

Telephone: 01865 252275

Email: democraticservices@oxford.gov.uk

If you intend to record the meeting, it would be helpful if you speak to the Committee Services Officer before the start of the meeting.

Audit and Governance Committee

Membership

| | |
|---|--|
| Chair* | Councillor James Fry |
| Vice-Chair* | Councillor Chewe Munkonge |
| Members (with substitutes) | Councillor Tiago Corais Councillor Andrew Gant Councillor Martyn Rush Councillor John Tanner Councillor Dick Wolff |

The full membership is seven councillors and the quorum for this meeting is three members. Substitute members are permitted. These are shown above where notification of apologies and substitutes were received before the agenda was published. Apologies and substitutions sent after publication will be reported at the meeting.

*Substitutes for the Chair and Vice-chair do not take on these roles.

Copies of this agenda

Reference copies are available to consult in the Town Hall Reception. Agendas are published 6 working days before the meeting and the draft minutes a few days after.

All agendas, reports and minutes are available online and can be:

- viewed on our website – mycouncil.oxford.gov.uk
- downloaded from our website
- viewed using the computers in the Customer Services, St Aldate's, or
- subscribed to electronically by registering online at mycouncil.oxford.gov.uk

AGENDA

| | Pages |
|---|--------------|
| 1 Apologies for absence and substitutions | |
| 2 Declarations of Interest | |
| 3 Avoiding Bribery Fraud and Corruption Policy March 2019 | 7 - 26 |
| Report of: the Head of Financial Services. | |
| Purpose of report: to inform Members of the new Avoiding Bribery, Fraud and Corruption Policy and seek approval for adoption into Council Policy. | |
| Recommendation: that policy as presented in this agenda is approved. | |
| 4 Risk Management Quarterly Reporting as at 31 March 2019 | 27 - 38 |
| Report of: the Head of Financial Services | |
| Purpose of report: to update the Committee on both corporate and service risks as at 31 March 2019. | |
| Recommendation: to discuss and note the report. | |
| 5 Ernst & Young: Certification of Claims and Returns for 2017-18 | 39 - 52 |
| Report of: the external auditor Ernst & Young | |
| Purpose of report: to inform the Committee of the outcome of, and main issues resulting from, the certification of the Housing Benefit Subsidy Claim for 2017-18 | |
| Recommendation: to discuss and note the report and follow-up actions. | |
| 6 Ernst & Young: Audit Progress Report at March 2019 | 53 - 60 |
| Report of: the external auditor Ernst & Young | |
| Purpose of report: to inform the Committee of work completed since the last report; to provide an overview of the stage reached in the 2018/19 audit; and ensure the audit aligns with the Committee's expectations. | |
| Recommendation: to discuss and note the report. | |

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| 7 | Internal Audit 12 Fusion Leisure audit report Report of: the internal auditor BDO (to follow) Purpose of report: to inform the Committee of the outcome of this audit. Recommendation: to discuss and note the report. | |
| 8 | Internal Audit: Follow up of recommendations to March 2019 Report of: the internal auditor BDO Purpose of report: to inform the Committee on progress on those recommendations raised by Internal Audit which are due for implementation. Recommendation: to discuss and note the report. | 61 - 68 |
| 9 | Internal Audit: Progress Report to March 2019 Report of: the internal auditor BDO Purpose of report: to inform the Committee on progress against the 2018-19 audit plan. Recommendation: to discuss and note the report. | 69 - 84 |
| 10 | Internal Audit: Audit Plan for 2019-20 and internal audit charter Report of: the internal auditor BDO Purpose of report: to set out the proposed Internal Audit plan for 2018-19 and the Internal Audit Charter. Recommendation: to discuss and approve the plan and note the Charter. | 85 - 98 |
| 11 | Minutes of the previous meeting To approve as a true and accurate record the minutes of the meeting held on 10 January 2020. | 99 - 104 |
| 12 | Dates and times of meetings The Committee is scheduled to meet at 6.00pm in the Town Hall on the following dates: 24 July 2019 23 October 2019 9 January 2020 9 March 2020 | |

Councillors 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; licenses 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 member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.