

# Agenda

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## Audit and Governance Committee

Date: **Wednesday 23 October 2019**

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Time: **6.00 pm**

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

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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](mailto:democraticservices@oxford.gov.uk)

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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

<b>Chair*</b>	Councillor James Fry
<b>Vice-Chair*</b>	Councillor Chewe Munkonge
<b>Members (with substitutes)</b>	Councillor Tiago Corais  Councillor Andrew Gant Councillor Michael Gotch Councillor Ben Lloyd-Shogbesan Councillor Martyn Rush

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](http://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](http://mycouncil.oxford.gov.uk)

# AGENDA

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|----------|--|---------|
| <b>1</b> | <b>Apologies for absence and substitutions</b>   |         |
| <b>2</b> | <b>Declarations of Interest</b>  |         |
| <b>3</b> | <b>Risk Management Quarterly Reporting to September 2019</b>   | 7 - 18  |
|          | <b>Report of:</b> Head of Financial Services   |         |
|          | <b>Purpose of report:</b> to update the Committee on both corporate and service risks as at 30 September 2019.   |         |
|          | <b>Recommendation:</b> to note the content of the report.  |         |
| <b>4</b> | <b>EY Annual Audit letter for the year ending 31 March 2019</b>  | 19 - 44 |
|          | <b>Letter of:</b> the external auditor EY.   |         |
|          | <b>Purpose:</b> to present the annual audit letter following completion of the audit process for the year ended 31 March 2019 and the results and conclusions on significant areas of the audit process. |         |
|          | <b>Recommendation:</b> to discuss and note the letter and matters arising from the audit.  |         |
| <b>5</b> | <b>Local Government Audit Committee Briefing Quarter 3 September 2019</b>  | 45 - 56 |
|          | <b>Report of:</b> the external auditor EY.   |         |
|          | <b>Purpose of report:</b> to inform the Committee about issues which may have an impact on the council and the local government sector.  |         |
|          | <b>Recommendation:</b> to discuss and note the report.   |         |
| <b>6</b> | <b>Internal Audit: Progress update Quarter 2 October 2019</b>  | 57 - 88 |
|          | <b>Report of:</b> the internal auditor BDO.  |         |
|          | <b>Purpose of report:</b> to inform the Committee on progress against the 2019-20 audit plan.  |         |
|          | <b>Recommendation:</b> to discuss and note the report.   |         |
|          | <b>Report to follow.</b>   |         |

<b>7</b>	<b>Internal Audit: Recommendation follow up Quarter 2 October 2019</b>	89 - 100
	<b>Report of:</b> the internal auditor BDO.	
	<b>Purpose of report:</b> to inform the Committee about progress on Internal Audit's recommendations due for implementation.	
	<b>Recommendation:</b> to discuss and note the report.	
<b>8</b>	<b>Minutes of the previous meeting</b>	101 - 106
	To approve as a true and accurate record the minutes of the meeting held on 24 July 2019.	
<b>9</b>	<b>Dates and times of meetings</b>	
	The Committee is scheduled to meet at 6.00pm in the Town Hall on the following dates:	
	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.