

DRAFT**To: Audit and Governance Committee****Date: 20th May 2010****Item No: 6****Report of: Head of Law and Governance****Title of Report: AUDIT AND GOVERNANCE COMMITTEE – APPOINTMENT OF INFORMAL WORKING GROUP****Summary and Recommendations**

Purpose of report: To establish an informal working group to look, as appropriate and where felt necessary, in advance of consideration by the Audit and Governance Committee, at reports and issues for which the Committee is responsible.

Report approved by:

Finance: Nigel Pursey

Legal: Jeremy Thomas

Policy Framework: Not applicable

Recommendation(s): The Committee is RECOMMENDED to:-

- (a) establish an informal working group as described in this report, and to appoint members to serve on it;
- (b) to agree that the terms of reference of the working group be as set out in paragraph 3 below.

1. At its meeting on 24th September 2009 the Committee established a working group, at that time to work with officers on improving the process of preparing the Statement of Accounts. One member of each of the three principal groups on the Council was appointed to serve on it. Since then the working group has met twice, on the first occasion to look at the Annual Audit Letter and at accounts closedown and on the second occasion to hear a presentation on accounts closedown.
2. The working group is a clerked meeting with an agenda. It is not subject to the access to information provisions in legislation. It is an informal body that is not open to the press and public.

3. The working group appointed in 2009/10 had no fixed terms of reference and it had no delegated powers as it was not constituted as a formal sub-committee. If the Committee wishes to appoint a working group for the 2010/11 Council Year - and it is the wish of officers that it does so – then its terms of reference might be broadly couched as follows:-

“To act as an informal advisory body to look, as appropriate and where felt necessary, at reports and issues for which the Committee is responsible including the accounts closedown programme, the Annual Audit Letter and the Statement of Accounts.”

The working group would meet as and when required.

4. If a working group is established for the 2010/11 Council Year it is likely to need to meet before the Committee’s next meeting on 28th June. Officers will suggest a date for the meeting.

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Background papers: None

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