

Agenda

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Audit and Governance Committee

Date: **Thursday 28 February 2013**

Time: **6.00 pm**

Place: **Town Hall**

For any further information please contact:

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Audit and Governance Committee

Membership

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

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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 PERFORMANCE OF BENEFITS SERVICE

The Head of Customer Services has submitted a report which provides an update on the performance of the Benefits Service.

The Committee is asked to note the performance of the Benefits Team, the work being undertaken to improve performance, and the challenges around delivering the Benefits Service.

1 - 16

4 INTERNAL AUDIT SUMMARY REPORT - 2012/13 PLAN - PRICEWATERHOUSECOOPERS (PWC)

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which provides an update of the work undertaken as part of the 2012/13 Audit Plan.

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

17 - 26

5 NEW BARTON DEVELOPMENT - PRICEWATERHOUSECOOPERS (PWC)

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which provides details of a review of the procurement process followed.

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

27 - 40

6 KEY FINANCIAL SYSTEMS - PRICEWATERHOUSECOOPERS (PWC)

The Head of Finance and has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which details the findings of a review into the design and operating effectiveness key controls in place

41 - 82

relating to four key financial systems during 2012/13.

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

7 AUDIT PROGRESS REPORT - ERNST AND YOUNG

83 - 90

The Head of Finance has submitted a report on behalf of Ernst and Young which details the progress made in delivering the work set out in the 2012/13 audit plan.

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

8 AUDIT PLAN 2012-13 - ERNST AND YOUNG

91 - 110

The Head of Finance has submitted a report on behalf of Ernst and Young which details the Audit Plan 2012/13.

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

9 RISK MANAGEMENT QUARTERLY REPORTING - QUARTER 3, 2012/13

111 - 120

The Head of Finance has submitted a report which updates Members on both corporate and service risks as at the end of quarter 3, 31st December 2012.

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

10 PROGRESS ON THE IMPLEMENTATION OF AUDIT RECOMMENDATIONS

121 - 126

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

127 - 130

Minutes of the meeting held on 29th November 2012.

12 DATES OF FUTURE MEETINGS

The next scheduled meeting of the Committee will be on Thursday 18th April 2013 at 6.00pm in the Town Hall.

13 MATTERS EXEMPT FROM PUBLICATION

If the Committee wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding or following agenda items it will be necessary for the Committee 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.

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.

