

Agenda

www.oxford.gov.uk



Audit and Governance Committee

Date: **Thursday 18 April 2013**

Time: **6.00 pm**

Place: **Town Hall**

For any further information please contact:

Mathew Metcalfe, Democratic and Electoral Services Officer

Telephone: 01865 252214

Email: mmetcalfe@oxford.gov.uk

Audit and Governance Committee

Membership

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

HOW TO OBTAIN AGENDA

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum internal and Council member requirement. Paper copies may be looked at the Town Hall Reception and at Customer Services, St Aldate's and at the Westgate Library

A copy of the agenda may be:-

- Viewed on our website – mycouncil.oxford.gov.uk
- Downloaded from our website
- Subscribed to electronically by registering online at mycouncil.oxford.gov.uk
- Sent to you in hard copy form upon payment of an annual subscription.

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 AUDIT PROGRESS REPORT 2012/13 - ERNST AND YOUNG

1 - 12

The Head of Finance has submitted a report on behalf of the Council's External Auditors, 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.

4 PREPARATION FOR THE COMPLETION OF THE STATEMENT OF ACCOUNTS FOR 2012/13

13 - 30

The Head of Finance has submitted a report which updates Members on the preparations being made for the completion of the Statement of Accounts for 2012/13.

The Committee is asked to note the progress with the preparations for the Statement of Accounts for 2012/13.

5 PROGRESS ON THE IMPLEMENTATION OF AUDIT RECOMMENDATIONS

31 - 36

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.

6 INTERNAL AUDIT ANNUAL REPORT - PRICEWATERHOUSECOOPERS (PWC)

37 - 52

The Head of Finance has submitted a report on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which details the Internal Audit Annual report for the year ended 31st March 2013.

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

7 MINUTES

53 - 58

Minutes of the meeting held on 28th February 2013.

8 DATES OF FUTURE MEETINGS

Meeting dates for the 2013/14 Council Year will be approved at the Full Council meeting on 22nd April 2013.

9 INTERNAL AUDIT CHARTER - PRICEWATERHOUSECOOPERS (PWC)

This report was not available when the main agenda was printed and will be circulated separately prior to the meeting.

10 PUBLIC SECTOR INTERNAL AUDIT STANDARDS - PRICEWATERHOUSECOOPERS (PWC)

This report was not available when the main agenda was printed and will be circulated separately prior to the meeting.

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.

