

# Agenda

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## Audit and Governance Committee

Date: **Thursday 28 November 2013**

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Time: **6.00 pm**

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Place: **Town Hall**

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For any further information please contact:

**Mathew Metcalfe, Democratic and Electoral Services Officer**

Telephone: 01865 252214

Email: [mmetcalfe@oxford.gov.uk](mailto:mmetcalfe@oxford.gov.uk)

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# Audit and Governance Committee

## Membership

<b>Chair</b>	<b>Councillor James Fry</b>	North;
<b>Vice-Chair</b>	<b>Councillor Craig Simmons</b>	St. Mary's;
	<b>Councillor Tony Brett</b>	Carfax;
	<b>Councillor Roy Darke</b>	Headington Hill and Northway;
	<b>Councillor Mike Rowley</b>	Barton and Sandhills;
	<b>Councillor David Rundle</b>	Headington;
	<b>Councillor Scott Seamons</b>	Northfield Brook;

### **HOW TO OBTAIN AGENDA**

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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 EXTERNAL AUDIT PROGRESS REPORT 2013/14 - ERNST AND YOUNG

1 - 8

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 2013/14 audit plan.

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

#### 4 ANNUAL AUDIT LETTER - YEAR ENDING 31ST MARCH 2013 - ERNST AND YOUNG

9 - 18

The Head of Finance has submitted a report on behalf of the Council's External Auditors, Ernst and Young the purpose of which is to communicate the key issues arising from the work of Ernst and Young.

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

#### 5 LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING

19 - 28

The Head of Finance has submitted a document on behalf of the Council's External Auditors, Ernst and Young which provides a briefing on issues which might have an impact on the City Council.

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

#### 6 INTERNAL AUDIT PROGRESS REPORT 2013/14 - PRICEWATERHOUSECOOPERS (PWC)

29 - 40

The Head of Finance has submitted a report on behalf of the council's Internal Auditors, Pricewaterhousecoopers (PWC) which details the progress made in delivering the work set out in the 2013/14 audit plan.

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

**7      PROGRESS ON THE IMPLEMENTATION OF AUDIT  
RECOMMENDATIONS**

41 - 46

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.

**8      RISK MANAGEMENT QUARTERLY REPORTING: QUARTER 2  
2013/14**

47 - 56

The Head of Finance has submitted a report which updates Members on both corporate and service risks as at the end of quarter 2, 30<sup>th</sup> September 2013.

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

**9      MINUTES**

57 - 60

Minutes of the meeting held on 26<sup>th</sup> September 2013.

**10     DATES AND TIMES OF MEETINGS**

The Committee will meet at 6.00pm in the town Hall on the following dates:

Thursday 27<sup>th</sup> February 2014

Thursday 24<sup>th</sup> April 2014

## **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.

<sup>1</sup> 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.

