

Agenda

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Audit and Governance Committee

Date: **Thursday 26 June 2014**

Time: **6.00 pm**

Place: **Town Hall**

For any further information please contact:

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Audit and Governance Committee

Membership

Chair

Vice-Chair

Councillor Van Coulter	Barton and Sandhills;
Councillor Roy Darke	Headington Hill and Northway;
Councillor Jean Fooks	Summertown;
Councillor James Fry	North;
Councillor Mike Rowley	Barton and Sandhills;
Councillor Scott Seamons	Northfield Brook;
Councillor David Thomas	Holywell;

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AGENDA

Pages

1 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2014/15

2 ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2014/15

3 APOLOGIES FOR ABSENCE

The quorum for this Committee is three Members and substitutes are allowed.

4 DECLARATION OF INTERESTS

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.

5 STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2014

9 - 156

The Head of Finance has submitted a report which presents the Council's Statement of Accounts for the year ending 31st March 2014.

The Committee is asked to note the contents of the Statement of Accounts certified by the Head of Finance (Section 151 Officer) prior to their submission to the external auditors.

6 ANNUAL GOVERNANCE STATEMENT

157 - 164

The Head of Head of Law and Governance has submitted a report which asks the Committee to consider and approve the Council's Annual Governance Statement. The Council is required by the Accounts and Audit Regulations 2011 annually to review its internal controls environment and produce an Annual Governance Statement. The Statement forms part of the Council's Statement of Accounts.

The Committee is asked to approve the 2013/14 Annual Governance Statement.

7 EXTERNAL AUDIT PROGRESS REPORT 2014/15 - ERNST AND YOUNG

165 - 172

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 2014/15 audit plan.

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

8	EXTERNAL AUDIT - LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING - ERNST AND YOUNG	173 - 186
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The Head of Finance submitted a document (previously circulated, now appended) on behalf of the Council's External Auditors, Ernst and Young which provided a briefing on issues which might have an impact on the City Council.

The Committee agreed to note the document.

9	INTERNAL AUDIT - ANNUAL REPORT 2013/14 - PRICEWATERHOUSECOOPERS (PWC)	187 - 202
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The Head of Finance submitted a report (previously circulated, now appended) on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which outlines the work undertaken during the year.

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

10	INVESTIGATION TEAM FINANCE, PERFORMANCE 2013/14	203 - 236
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The Head of Finance has submitted a report which:

- (a) Reports to Members the Investigation Team's performance for the period 2013/14 and;
- (b) Reports to Members on the risk of potential loss through fraud, the Audit Commissions Fraud Survey 2013/2014 and the Protecting the Public Purse checklist.

The Committee is asked to note the report.

11	PROTECTING THE PUBLIC PURSE - THE FUTURE OF THE INVESTIGATION SERVICE	237 - 246
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The Head of Finance has submitted a report which updates Members on the transfer of Housing Benefit fraud investigation work and Officers to the Department for Work and Pensions (DWP) Single Fraud Investigation Service (SFIS) and retention of Investigative resource.

The Committee is asked:

- (a) To note the report;
- (b) To note the principles for the development of partnership working and the formation of an Oxfordshire Corporate Fraud Investigation Hub.

12	TENANCY FRAUD AMNESTY	247 - 254
	<p>The Head of Finance has submitted a report on the proposed implementation of a tenancy fraud amnesty campaign which is subject to the City Executive Board's approval.</p> <p>The Committee is asked to note the report and make recommendations to the City Executive Board as appropriate.</p>	
13	RISK MANAGEMENT QUARTERLY REPORTING: QUARTER 4, 2013/14	255 - 262
	<p>The Head of Finance has submitted a report which updates members on both corporate and service risks as at the end of Quarter 4, 31st March 2014.</p> <p>The Committee is asked comment on and note the report.</p>	
14	PROGRESS ON THE IMPLEMENTATION OF AUDIT RECOMMENDATIONS	263 - 274
	<p>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.</p> <p>The Committee is asked to comment on and note the report.</p>	
15	MINUTES	275 - 298
	<p>Minutes of the meeting held on 24th April 2014.</p>	
16	DATES OF MEETINGS	
	<p>The Committee will meet at 6.00pm in the Town Hall on the following dates:</p> <p>Monday 22nd September 2014 Thursday 18th December 2014 Thursday 26th February 2015 Thursday 23rd April 2015</p> <p>The Committee will also be asked to consider amending the date of the September 2014 meeting.</p>	

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.

