

Agenda

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Audit and Governance Committee

Date: **Monday 29 June 2015**

Time: **6.00 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

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Officer**

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As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

Audit and Governance Committee

Membership

Chair

Vice-Chair

Councillor James Fry
Councillor Van Coulter
Councillor Roy Darke
Councillor Jean Fooks
Councillor Chewe Munkonge
Councillor Michele Paule
Councillor David Thomas

The quorum for this meeting is three members. Substitutes are permitted

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AGENDA

	Pages
1 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2015/16	
2 ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2015/16	
3 APOLOGIES FOR ABSENCE	
4 DECLARATIONS OF INTEREST	
5 STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2015	7 - 16
Report of the Head of Financial Services.	
Purpose: to present the Council's Statement of Accounts for the year ending 31 March 2015 to the Audit and Governance Committee (attached as a supplement to this agenda).	
Recommendation: that the Committee note the contents of the Statement of Accounts certified by the Head of Financial Services (Section 151 Officer) prior to their submission to the external auditors.	
6 ANNUAL GOVERNANCE STATEMENT 2014/2015	17 - 24
Report of the Head of Law and Governance.	
Purpose: to present the 2014/15 Annual Governance Statement for approval (attached as an appendix to the report).	
Recommendation: to approve the 2014/15 Annual Governance Statement.	
7 AUDIT FOR YEAR ENDING 31 MARCH 2015 - PROGRESS REPORT	25 - 32
Report of the External Auditor.	
Purpose: to provide the Committee with an overview of the timetable proposed for the 2014-15 audit and ensure the audit is aligned with the Committee's expectations.	
Recommendation: The Committee is asked to discuss the report and any other matters which are considered to influence the audit.	

8	<p>INTERNAL AUDIT ANNUAL REPORT 2014/15</p> <p>Report of the Internal Auditor.</p> <p>Purpose: the report outlines the internal audit work carried out for the year ending 31 March 2015.</p> <p>Recommendation: The Committee is asked to discuss and note the report.</p>	33 - 48
9	<p>INTERNAL AUDIT PROGRESS MONITORING REPORT JUNE 2015</p> <p>Report of the Internal Auditor.</p> <p>Purpose: to provide a progress update on the agreed 2014/15 internal audit plan</p> <p>Recommendation: the Committee is asked to discuss and note the report.</p>	49 - 60
10	<p>PROGRESS ON IMPLEMENTATION OF AUDIT RECOMMENDATIONS</p> <p>Report of the Head of Financial Services</p> <p>Purpose: to report progress on the implementation of internal and external audit recommendations</p> <p>Recommendation: the Committee is asked to note progress against the recommendations listed in Appendix A.</p>	61 - 72
11	<p>RISK MANAGEMENT QUARTERLY REPORTING: QUARTER 4 2014/2015</p> <p>Report of the Head of Financial Services.</p> <p>Purpose: to update the Committee on both corporate and service risks as at the end of Quarter 4, 31 March 2105 (attached as an appendix).</p> <p>Recommendation: the Committee is asked to note the report.</p>	73 - 82
12	<p>INVESTIGATION TEAM'S PERFORMANCE AND ACTIVITY BRIEFING</p> <p>Report of the Head of Financial Services.</p> <p>Purpose: to appraise Members of the activity and performance of the Corporate Investigation Team for the period 1 April 2015 to 30 May 2015</p> <p>Recommendation: The Committee is asked to note the report.</p>	83 - 88
13	<p>LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING</p> <p>Briefing paper from the External Auditor.</p>	89 - 100
14	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>Minutes of the meeting held on 23 April 2015.</p>	101 - 106

15 DATES AND TIMES OF MEETINGS

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

15 September 2015

16 December 2015

1 March 2016

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; licenses 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.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.