

# Agenda

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## Audit and Governance Committee

Date: **Wednesday 14 December 2016**

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Time: **6.00 pm**

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

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For any further information please contact:

**Catherine Phythian, Committee and Members Services  
Officer**

Telephone: 01865 252402

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

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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

<b>Chair</b>	Councillor James Fry
<b>Vice-Chair</b>	Councillor Chewe Munkonge
	Councillor Van Coulter
	Councillor Jean Fooks
	Councillor Michele Paule
	Councillor David Thomas
	Councillor Marie Tidball

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

### **HOW TO OBTAIN A COPY OF THE AGENDA**

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# AGENDA

## Pages

1 **TRAINING SESSION FOR MEMBERS OF THE AUDIT & GOVERNANCE COMMITTEE**

Members of the Audit & Governance Committee are reminded that there will be a private training session immediately before the Committee meeting – starting at 4pm.

2 **APOLOGIES FOR ABSENCE**

3 **DECLARATIONS OF INTEREST**

4 **MINUTES OF THE PREVIOUS MEETING**

Minutes of the meeting held on 28 September 2016.

9 - 14

5 **REVIEW OF THE ICT SERVICE TRANSITION PROJECT IN APRIL 2016**

**Report of:** Head of Business Improvement

**Purpose:** To update members on progress with the ICT Improvement Plan

**Recommendation:** That the Audit & Governance Committee considers and notes the report.

15 - 20

6 **SETTING OF THE COUNCIL TAX BASE 2017/18**

**Report of:** Head of Financial Services

**Purpose:** To set the "Council Tax Base" for 2017/18 as required by section 33 of The Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations

**Recommendation:** The Audit and Governance Committee are recommended to agree:

- a) that the 2017/18 Council Tax Base for the City Council's area as a whole is set at 44,623.4 (as shown in Appendix 1)
- b) that the projected level of collection is set at 98%
- c) that the tax bases for the Parishes, and for the Unparished Area of the City (as shown in Appendix 2) be set as follows:

Unparished Area of the City	37,300.3
Littlemore Parish	1,754.0
Old Marston Parish	1,269.1
Risinghurst & Sandhills Parish	1,444.1
Blackbird Leys Parish	2,855.9

21 - 40

City Council Total

44,623.4

<b>7</b>	<b>INTERNAL AUDIT: PROGRESS REPORT TO DECEMBER 2016</b>	41 - 54
	<b>Report of:</b> the internal auditor: BDO	
	<b>Purpose:</b> to inform the Committee of progress made against the 2016/17 internal audit plan.	
	<b>Recommendation:</b> That the Audit & Governance Committee considers and notes the report.	
<b>8</b>	<b>INTERNAL AUDIT: FOLLOW UP OF RECOMMENDATIONS TO DECEMBER 2016</b>	55 - 68
	<b>Report of:</b> the internal auditor: BDO	
	<b>Purpose:</b> to inform the Committee of progress on those recommendations raised by Internal Audit which are due for implementation.	
	<b>Recommendation:</b> That the Audit & Governance Committee considers and notes the report.	
<b>9</b>	<b>INTERNAL AUDIT: AUDIT REPORTS TO COMMITTEE DECEMBER 2016</b>	
	<b>Report(s) of:</b> the internal auditor: BDO	
	<b>Purpose:</b> to inform the Committee of the reports and recommendations from audits identifying medium-level risks.	
	<b>Recommendation:</b> That the Audit & Governance Committee considers and notes the report(s).	
<b>a</b>	<b>ACCOUNTS RECEIVABLE</b>	69 - 92
	Report attached.	
<b>b</b>	<b>PAYROLL</b>	
	Report to follow.	
<b>10</b>	<b>ANNUAL AUDIT LETTER FOR YEAR ENDED MARCH 2016</b>	93 - 118
	The Annual Audit letter presented by the Council's external auditors Ernst & Young.	
	<b>Purpose:</b>	

To set out the key issues arising from the work of the external auditors.

**Recommendation:**

The Committee is asked to note the Annual Audit letter.

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| <b>11</b> | <b>EXTERNAL AUDIT - PROGRESS REPORT</b><br><b>Report of:</b> the External Auditor: Ernst & Young<br><br><b>Purpose:</b> to inform the Committee of progress of the work of the external auditors.<br><br><b>Recommendation:</b> That the Audit & Governance Committee considers and notes the report.                                            | 119 - 126 |
| <b>12</b> | <b>RISK MANAGEMENT REPORT: QUARTER 2 2016/17</b><br><b>Report of:</b> Head of Financial Services<br><br><b>Purpose of report:</b> To update the Committee on both corporate and service risks as at the end of Quarter 2, 30 September 2016.<br><br><b>Recommendation:</b> That the Audit & Governance Committee considers and notes the report. | 127 - 134 |
| <b>13</b> | <b>OFFICER EXECUTIVE DECISIONS: QUARTERLY TO DECEMBER 2016</b><br><b>Report of:</b> interim Head of Law and Governance<br><br><b>Purpose:</b> to inform the Committee of the Officer Executive Decisions taken in this municipal year.<br><br><b>Recommendation:</b> That the Audit & Governance Committee considers and notes the report.       | 135 - 138 |
| <b>14</b> | <b>IRRV PERFORMANCE AWARDS 2016 - EXCELLENCE IN CORPORATE FRAUD</b><br><br>Briefing note on the success of the Oxford City Council Investigations Team as winners of the Excellence in Corporate Fraud award – 2016.                                                                                                                             | 139 - 140 |
| <b>15</b> | <b>DATES AND TIMES OF MEETINGS</b><br><br>The Committee will meet at 6.00pm in the Town Hall on 1 March 2017.                                                                                                                                                                                                                                    |           |

## **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.

- a)
- b)

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