

Agenda

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Audit and Governance Committee

Date: **Tuesday 26 September 2017**

Time: **6.00 pm**

Place: **Plowman Room - Town Hall**

For any further information please contact the Committee
Services Officer:

**Jennifer Thompson, Committee and Members Services
Officer**

Telephone: 01865 252275

Email: democraticservices@oxford.gov.uk

If you intend to record the meeting, it would be helpful if you speak to the
Committee Services Officer before the start of the meeting.

Audit and Governance Committee

Membership

Chair* Councillor James Fry

Vice-Chair* Councillor Chewe Munkonge

**Members
(with
substitutes)** Councillor Ruthi Brandt (for
Councillor Craig Simmons)

Councillor Andrew Gant

Councillor Mark Ladbrooke

Councillor Michele Paule

Councillor Craig Simmons

Apologies, Substituted by
Councillor Ruthi Brandt

Councillor Sian Taylor

The full membership is seven councillors and the quorum for this meeting is three members. Substitute members are permitted.

These are shown above where notification of apologies and substitutes were received before the agenda was published. Apologies and substitutions sent after publication will be reported at the meeting.

*Substitutes for the Chair and Vice-chair do not take on these roles.

Copies of this agenda

Reference copies are available to consult in the Town Hall Reception. Agendas are published 6 working days before the meeting and the draft minutes a few days after.

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- downloaded from our website
- viewed using the computers in the Customer Services, St Aldate's, or
- subscribed to electronically by registering online at mycouncil.oxford.gov.uk

AGENDA

	Pages
1 Apologies for absence and substitutions	
2 Declarations of Interest	
3 External audit: Audit results report for the year ending 31 March 2017.	7 - 44
Report of: the external auditor Ernst & Young	
Purpose: to inform the Committee of outcome of the audit of the accounts.	
Recommendation: to discuss and note the report.	
4 Statement of Accounts for 2016/17 - post audit	45 - 52
Report of: Head of Financial Services	
Purpose of report: to submit the Council's Statement of Accounts and Letter of Representation for approval and authorisation.	
The Statement of Accounts is attached as a separate supplement.	
Recommendations: That the Committee:	
1. approve the audited 2016/17 Statement of Accounts as certified by the Head of Financial Services and authorise the Chair of the Committee to sign the Accounts; and	
2. approve the Letter of Representation to enable the opinion to be issued (paragraph 12).	
5 Internal Audit progress reports: Quarter 1 2017/18	53 - 64
Report of: the internal auditor BDO	
Purpose: to inform the Committee of progress made against the internal audit plan.	
Recommendation: to discuss and note the report.	
6 Internal Audit: Follow Up of Recommendations to September 2017	65 - 82
Report of: the internal auditor BDO	
Purpose: to inform the Committee of progress on those recommendations	

raised by Internal Audit which are due for implementation.

Recommendation: to discuss and note the report.

7	Internal Audit: Oxford City Council Internal Audit Charter	83 - 88
	Report of: the internal auditor BDO	
	Purpose: to set out the charter setting out the internal auditor's standards.	
	Recommendation: to review and approve the charter.	
8	Risk Management report: Quarter 1 2017/18	89 - 96
	Report of: Head of Financial Services	
	Purpose of report: to update the Committee on both corporate and service risks.	
	Recommendation: to consider and note the report.	
9	Officer Executive Decisions to 31 August 2017	97 - 100
	Report of: the Interim Head of Law and Governance.	
	Purpose: to inform the Committee of the Officer Executive Decisions taken to 31 August 2017.	
	Recommendation: to note the report.	
10	Minutes of the previous meeting	101 - 106
	To approve as a true and accurate record the minutes of the meeting held on 26 June 2017.	
11	Dates and times of meetings	
	The Committee is scheduled to meet at 6.00pm in the Town Hall on the following dates:	
	11 January 2018	
	12 March 2018	
	<i>25 July 2018</i>	
	17 October 2018	
	10 January 2019	
	11 March 2019	

Councillors 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.