

Agenda

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Audit and Governance Committee

This meeting will be held on:

Date: **Wednesday 18 January 2023**

Time: **6.00 pm**

Place: **Long Room - Oxford Town Hall**

For further information please contact:

Lucy Brown, Committee and Members Services Officer

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Members of the public can attend to observe this meeting and.

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

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All public papers are available from the calendar link to this meeting once published

Committee Membership

Councillors: Membership 7: Quorum 3: substitutes are permitted.

Councillor James Fry (Chair)

Councillor Dr Amar Latif (Deputy
Chair)

Councillor Tiago Corais

Councillor Duncan Hall

Councillor Anna Railton

Councillor Chris Jarvis

Councillor Roz Smith

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

Agenda

	Pages
1 Apologies for absence and substitutions	
2 Declarations of Interest	
3 Risk Management Reporting as at 31 December 2022	7 - 20
Report of: the Head of Financial Services	
Purpose of report: to update the Committee on both corporate and service risks as at 30 December 2022	
Recommendation: that the Committee reviews the risk management report and notes its contents.	
4 Statement of Accounts for the year ended 31 March 2022	
Representatives from the external auditors, Ernst & Young, will present a verbal update to the Committee.	
5 Setting of Council Tax Base 2023/24	21 - 40
Report of: the Head of Financial Services	
Purpose of report: To set the “Council Tax Base” for 2023-24 as required by section 33 of The Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.	
Recommendation: the Committee is recommended to agree:	
1. That the 2023/24 Council Tax Base for the City Council’s area as a whole is set at 45,838.1 (as shown in Appendix 1).	
2. That the projected level of collection is set at 98%.	
3. 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	38,146.9
Littlemore Parish	2,012.0
Old Marston Parish	1,290.4
Risinghurst & Sandhills Parish	1,560.6
Blackbird Leys Parish	2,982.2

	City Council Total	45,838.1	
6	Internal Audit Progress Report - January 2023		41 - 60
	Report of: the Internal Auditor BDO		
	Purpose of report: to inform the Committee on progress made against the 2022/23 internal audit plan.		
	Recommendation: to discuss and note the report.		
7	Internal Audit Follow Up Report - January 2023		61 - 70
	Report of: the Internal Auditor BDO		
	Purpose of report: to inform the Committee on the implementation of the recommendations from their previous internal audit reviews.		
	Recommendation: to discuss and note the report.		
8	Internal Audit - Income Generation		71 - 92
	Report of: the Internal Auditor BDO		
	Purpose of report: to provide information following the completed Income Generation internal audit as at December 2022.		
	Recommendation: to discuss and note the report.		
9	Matters exempt from publication and exclusion of the public		
	If the Committee wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for the Committee to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
	(The Access to Information Procedure Rules – Section 15 of the Council’s Constitution – sets out the conditions under which the public can be excluded from meetings of the Council).		

10	Internal Audit - Income Generation - Confidential Annex to the Public Report	93 - 100
	<i>This item includes exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If Council wishes to discuss matters relating to the information set out in Appendix 3 to the report, it will be necessary for the Council to pass a resolution to exclude the press and public from the meeting (as set out at agenda item 9).</i>	
11	Housing Management System (QL) Project Progress Report	101 - 148
	<i>This item includes exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If Council wishes to discuss matters relating to the information set out in Appendix 3 to the report, it will be necessary for the Council to pass a resolution to exclude the press and public from the meeting (as set out at agenda item 9).</i>	
	Report of: the Head of Financial Services	
	Purpose of report: to provide an update on the implementation of the Housing Management System QL, the issues encountered and the work done to date to resolve these issues. The report additionally includes the outcome of a lessons learned report commissioned by the Executive Director of Communities and People.	
	Recommendation: to note the report.	
12	Minutes of the previous meeting	149 - 152
	To approve as a true and accurate record the minutes of the meeting held on 28 September 2022.	
13	Dates and times of meetings	
	The Committee is scheduled to meet at 6.00pm in the Town Hall on the following dates:	
	26 April 2023	

Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

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". 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.