

Date: 22 June 2009

TO: All Members of the Audit and  
Governance Committee  
FOR ATTENDANCE

TO: All Other Members of the Council  
FOR INFORMATION

Dear Sir/Madam

Your attendance is requested at a meeting of the **AUDIT AND GOVERNANCE COMMITTEE** to be held in the **GUILDHALL, ABINGDON** on **TUESDAY, 30TH JUNE, 2009** at **6.30 PM**.

Yours faithfully



Margaret Reed  
Head of Legal and Democratic Services

Members are reminded of the provisions contained in the Code of Conduct adopted on 30 September 2007 and Standing Order 34 regarding the declaration of Personal and Prejudicial Interests.

## **A G E N D A**

### **Open to the Public including the Press**

A large print version of this agenda is available. In addition any background papers referred to may be inspected by prior arrangement. Contact Steve Culliford, Democratic Services Officer, on telephone number (01235) 540307 / [steve.culliford@whitehorsedc.gov.uk](mailto:steve.culliford@whitehorsedc.gov.uk).

### **Map and Vision**

**(Page 5)**

A map showing the location of the venue for this meeting.

The Council's Vision is to build and safeguard a fair, open and compassionate community.

**1. Notification of Substitutes and Apologies for Absence**

To record the attendance of Substitute Members, if any, who have been authorised to attend in accordance with the provisions of Standing Order 17(1), with notification having been given to the proper Officer before the start of the meeting and to receive apologies for absence.

**2. Minutes**

(Pages 6 - 11)

To adopt and sign as a correct record the minutes of the meeting held on 18 March 2009.

**3. Declarations of Interest**

To receive any declarations of Personal or Personal and Prejudicial Interests in respect of items on the agenda for this meeting.

Any Member with a personal interest or a personal and prejudicial interest in accordance with the provisions of the Code of Conduct, in any matter to be considered at a meeting, must declare the existence and nature of that interest as soon as the interest becomes apparent in accordance with the provisions of the Code.

When a Member declares a personal and prejudicial interest he shall also state if he has a dispensation from the Standards Committee entitling him/her to speak, or speak and vote on the matter concerned.

Where any Member has declared a personal and prejudicial interest he shall withdraw from the room while the matter is under consideration unless

- (a) His/her disability to speak, or speak and vote on the matter has been removed by a dispensation granted by the Standards Committee, or
- (b) members of the public are allowed to make representations, give evidence or answer questions about the matter by statutory right or otherwise. If that is the case, the Member can also attend the meeting for that purpose. However, the Member must immediately leave the room once he/she has finished; or when the meeting decides he/she has finished whichever is the earlier and in any event the Member must leave the room for the duration of the debate on the item in which he/she has a personal and prejudicial interest.

**4. Urgent Business and Chair's Announcements**

To receive notification of any matters, which the Chair determines, should be considered as urgent business and the special circumstances, which have made the matters urgent, and to receive any announcements from the Chair.

**5. Statements and Petitions from the Public Under Standing Order 32**

Any statements and/or petitions from the public under Standing Order 32 will be made or presented at the meeting.

**6. Questions from the Public Under Standing Order 32**

Any questions from members of the public under Standing Order 32 will be asked at the meeting.

**7. Cost-savings arising from the creation of the Shared Senior Management Team**

**(Pages 12 - 14)**

To receive and consider report 12/09 of the Head of Finance and the Advisor to the Chief Executive.

**8. Risk Management Strategy**

**(Pages 15 - 32)**

To receive and consider report 13/09 of the Head of Human Resources, IT and Customer.

**9. Audit Commission's Planned Activity for 2009/10**

**(Pages 33 - 38)**

Ordinarily the Audit Commission produces an annual audit plan which sets out its planned audit and inspection activities and estimated fees. This year the Audit Commission has condensed this information into two letters which are enclosed for the Committee's consideration.

**Recommendation**

*That the Committee is requested to note the Audit Commission's planned activities and estimated fees and to raise any questions arising with the Audit Commission.*

**10. Internal Audit Annual Report 2008/09**

**(Pages 39 - 53)**

To receive and consider report 14/09 of the Audit Manager.

**11. Internal Audit Activity Report 1st Quarter 2009/10**

**(Pages 54 - 130)**

To receive and consider report 15/09 of the Audit Manager.

**12. Internal Audit Management Report - 1st Quarter 2009/10**

**(Pages 131 - 139)**

To receive and consider report 16/09 of the Audit Manager.

**13. Adjustment to General Fund Balance 2008/09**

**(Pages 140 - 150)**

To receive and consider report 17/09 of the Head of Finance.

**14. Statement of Accounts 2008/09**

**(Page 151)**

To receive and consider report 18/09 of the Strategic Director.

**Exempt Information Under Section 100A(4) of the Local Government Act 1972**

None