

Date: 9 September 2009

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

TO: All councillors
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 **THURSDAY, 17TH SEPTEMBER, 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 Carole Nicholl, Democratic Services Manager, on telephone number (01235) 540305 / carole.nicholl@whitehorsedc.gov.uk.

Please note that this meeting will be held in a wheelchair accessible venue. If you would like to attend and have any special access requirements, please let the Democratic Services Officers know beforehand and they will do their very best to meet your requirements.

Map and Vision

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A map showing the location of the venue for this meeting is attached. A link to information about nearby car parking is http://www.whitehorsedc.gov.uk/transport/car_parking/default.asp

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

To adopt and sign as a correct record the minutes of the meeting of the Committee held on 30 June 2009 (previously circulated).

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. Strategic Risk Register Update

(Pages 6 - 18)

To receive and consider report 46/09 of the Head of HR, IT and Customer Services.

8. Comments and Complaints 2008/09

(Pages 19 - 26)

To receive and consider the review of comments and complaints in 2008/09.

9. Internal Audit Activity Report Quarter 2 2009/10

(Pages 27 - 127)

To receive and consider report 47/09 of the Audit Manager.

10. Internal Audit Management Report Quarter 2 - 2009/10

(Pages 128 - 136)

To receive and consider report 48/09 of the Audit Manager.

11. Annual Governance Statement 2008/09

(Pages 137 - 163)

To approve the Corporate Governance Statement for 2008/09 (attached).

12. Audit Commission's Opinion on the Council's Financial Statements

(Pages 164 - 185)

To receive and consider the 'Annual Governance Report 2008/09' issued by the Audit Commission. This includes the external auditor's opinion on the council's financial statements.

13. Statement of Accounts 2008/09

This Committee approved the draft 2008/09 Statement of Accounts at its meeting on 30 June 2008. Since then, the external auditor has been conducting her audit.

Under the closedown arrangements the statutory deadline for completing the audit is 30 September 2009. A copy of the Statement of Accounts as now amended is almost complete and it is hoped this will be available before the meeting. It needs to be approved by this Committee.

Recommendation

that the amended 2008/09 Statement of Accounts be approved.

14. Exclusion of the Public, including the Press

The Chair to move that in accordance with section 100A(4) of the Local Government Act 1972, the public including the press be excluded from the remainder of the meeting to prevent the disclosure to them of exempt information, as defined in Section 100(I) and Part 1 of Schedule 12A, as amended, to the Act when the following items are considered:

Statement of Accounts

(Category 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information.)

Cash Office

(Category 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information.)

15. Statement of Accounts

(Pages 186 - 199)

To receive and consider the attached report.

16. Cash Office

(Page 200)

To receive and consider the attached report.