

Audit and Governance Committee Agenda



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A meeting of the
Audit and Governance Committee
will be held on Wednesday, 13TH January, 2010
at 6.30 PM
Guildhall, Abingdon

Members of the Committee:

Councillors

Dudley Hoddinott (Chair)
Andrew Crawford (Vice-Chair)
Julia Bricknell
Janet Morgan
Jerry Patterson
Judy Roberts

Terry Cox
Bill Melotti
Michael Murray
Robert Sharp

Any councillor may substitute

A large print version of this agenda is available. In addition any background papers referred to may be inspected by prior arrangement.

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.

A handwritten signature in black ink, appearing to read "M Reed".

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.

Agenda

Open to the Public including the Press

Map and vision

(Page 5)

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 councillors, 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 17 September 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 councillor 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 councillor 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 councillor 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 councillor can also attend the meeting for that purpose. However, the councillor 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 councillor 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, petitions and questions from the public relating to matters affecting the audit and governance committee.

Any statements, petitions and questions from the public under standing order 32 will be made or presented at the meeting.

6. International financial reporting standards: update on progress

(Pages 6 - 9)

To receive and consider report 90/09 of the Head of Finance.

7. Business continuity strategy

(Pages 10 - 22)

To receive and consider report 91/09 of the Head of HR, IT, and Customer Services.

8. Internal audit activity report

(Pages 23 - 127)

To receive and consider report 92/09 of the Audit Manager.

9. Internal audit management report

(Pages 128 - 142)

To receive and consider report 93/09 of the Audit Manager.

10. Draft whistle blowing policy and draft anti-fraud and corruption policy with associated response plan

(Pages 143 - 198)

To receive and consider report 94/09 of the Head of Legal and Democratic Services.

11. Annual audit letter 2008/09

(Pages 199 - 214)

To receive and consider the annual audit letter from the Audit Commission.

12. Code of corporate governance

(Pages 215 - 231)

Appended to this agenda is a draft code of corporate governance. This has been prepared following a recommendation from the Audit Commission that the council should adopt a code.

At its meeting on 9 December, the council delegated authority to this committee to agree a code of corporate governance.

Recommendation

that the code of corporate governance be adopted for inclusion in the council's constitution.

13. 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:

Cash Office

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

Exempt information under Section 100A(4) of the Local Government Act 1972

14. Cash office

(Pages 232 - 233)

To receive and consider report 95/09 of the Head of HR, IT, and Customer Services.