

# Audit and Governance Committee Agenda



Contact: Steve Culliford, Democratic Services Officer  
Telephone number 01235 540307  
Email: [steve.culliford@whitehorsedc.gov.uk](mailto:steve.culliford@whitehorsedc.gov.uk)  
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Website: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

A meeting of the  
**Audit and Governance Committee**  
will be held on Wednesday 21 March 2012 at 6.30pm  
Abbey House, Abingdon

## Members of the Committee:

### Councillors

Mike Murray (Chairman)  
Peter Jones  
Julia Bricknell  
Jane Crossley  
Andrew Crawford

Dudley Hoddinott  
Holly Holman  
Simon Howell (Vice-Chairman)  
Judy Roberts  
Robert Sharp

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 6)

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](http://www.whitehorsedc.gov.uk/transport/car_parking/default.asp)

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

### 1. Notification of substitutes and apologies for absence

To record apologies for absence and the attendance of substitute councillors.

### 2. Declarations of interest

To receive any declarations of personal or personal and prejudicial interests in respect of items on the agenda for this meeting.

### 3. Urgent business and chairman's announcements

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

### 4. Statements, petitions and questions from the public relating to matters affecting the Audit and Governance Committee

To receive any statements, petitions and questions from the public under standing order 32.

### 5. Complaints panel

Reporting officer: Steve Bishop

The council's complaints procedure provides that the chief executive consult group leaders before determining action at stage three of the process. The chief executive, in consultation with group leaders, has decided to refer a recent complaint to a panel of councillors to advise on any further action in relation to the complaint. The council's constitution does not specify a mechanism for such a request. However, as this committee has a role in overseeing complaints it seems appropriate that a panel is drawn from its membership.

Council will in due course consider a proposal to amend the terms of reference of the committee to make explicit its role in relation to individual complaints.

**Recommendations: to**

1. appoint a complaints sub-committee comprising the chairman of the committee plus two other members of the committee to advise the chief executive and group leaders on any further action considered appropriate in respect of this complaint; and
2. agree that the sub-committee is known as the Complaints Panel.

**6. Internal audit activity report - quarter 4 2011/12**

(Pages 7 - 17)

To consider report 84/11 of the audit manager.

This report:

- does not contain any internal audit reports on this occasion
- does cover systemic control weaknesses

Reporting officer: Adrianna Partridge

**7. Comments on internal audit reports not presented to committee**

(Pages 18 - 21)

To consider report 85/11 of the audit manager.

If committee members have any comments/questions on any of the internal audit reports not presented to the committee, they should submit these in advance of the meeting to the audit manager.

Reporting officer: Adrianna Partridge

**8. Internal audit performance management report - quarter 4 2011/12**

(Pages 22 - 31)

To consider report 86/11 of the audit manager.

This report provides an update on the internal audit team's performance and any management issues.

Reporting officer: Adrianna Partridge

**9. Internal audit plan 2012/13**

(Pages 32 - 39)

To consider report 87/11 of the audit manager.

This report proposes an internal audit plan for 2012/13.

Reporting officer: Adrianna Partridge

## **10. Certification fees for Housing and Council Tax Benefit subsidy claim**

(Pages 40 - 41)

To consider the attached letter from the Audit Commission.

Reporting: Maria Grindley

## **11. External audit plan 2011/12**

(Pages 42 - 61)

To consider the audit opinion plan from the Audit Commission.

Reporting: Maria Grindley

## **12. Audit and governance committee training**

Further to the last committee meeting, councillors have responded to the self-assessment questionnaire to allow a targeted training programme to be developed. A summary of the responses will be available for the meeting. The committee will be asked to express its training preferences.

Reporting officer: Steve Culliford

## **13. Audit and governance work programme**

(Pages 62 - 67)

To review the audit and governance work programme.

Reporting officer: Steve Culliford

## **14. Minutes**

(Pages 68 - 76)

To adopt and sign as a correct record the public minutes of the meeting of the committee held on 18 January 2012 (attached).

## **15. Actions arising**

(Pages 77 - 88)

To consider report 88/11 of the strategic director.

To review the actions arising from the last two committee meetings and receive an update on progress.

Reporting officer: Steve Bishop

## **16. 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(l) and Part 1

of Schedule 12A, as amended, to the Act when the following items are considered:

**Minutes**

(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**

**17. Minutes**

**(Page 89)**

To adopt and sign as a correct record the exempt minutes of the meeting of the committee held on 18 January 2012 (attached).