

# Audit and Governance Committee Agenda



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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 26 September 2012 at 6.30pm  
Abbey House, Abingdon

## Members of the Committee:

### Councillors

Mike Murray (Chairman)	Jane Crossley
Simon Howell (Vice-Chairman)	Dudley Hoddinott
Mike Badcock	Kate Precious
Julia Bricknell	Judy Roberts
Andrew Crawford	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

## 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](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 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. Declarations of interest**

To receive any declarations of disclosable pecuniary 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, which 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**

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

### **5. Business continuity testing exercise update**

(Pages 6 - 8)

To consider the report from the head of HR, IT, and customer services. Reporting officer: Penny O'Callaghan

Purpose: To provide committee with a summary of the findings of the business continuity exercise and to give committee an assurance that we are taking the appropriate steps to enhance our existing arrangements.

Recommendation: To note the findings of the business continuity exercise held on 2 May 2012 and the work we are undertaking to enhance our existing arrangements.

### **6. Review of complaints received during 2011/12**

(Pages 9 - 30)

To consider chief executive's report. Reporting officer: David Buckle

Purpose: to provide the committee with information and statistics about the complaints received during 2011/12.

Recommendation: to note the report.

## **7. Internal audit activity report - quarter 2, 2012/13**

(Pages 31 - 70)

To consider the audit manager's report. Reporting officer: Adrianna Partridge

Purpose: To summarise the outcomes of recent internal audit activity for the committee to consider. The committee is asked to review the report and the main issues arising, and seek assurance that action will be/has been taken necessary.

Recommendation: To note the report.

## **8. Audit Commission's annual governance report 2011/12**

To consider the Audit Commission's annual governance report. **TO FOLLOW**

## **9. Statement of accounts 2011/12**

To consider the draft statement of accounts for 2012/13 (see separate document). Reporting officer: William Jacobs **TO FOLLOW**

Purpose and recommendation: To approve the statement of accounts 2011/12.

## **10. Annual governance statement**

(Pages 71 - 93)

To consider the annual governance statement 2011/12. Reporting officer: Steve Culliford

Purpose: To approve the annual governance statement.

## **11. Treasury management outturn 2011/12**

(Pages 94 - 101)

To consider the head of finance's report. Reporting officer: William Jacobs

Purpose: To ensure the adequate monitoring and reporting of the treasury management activities, and to advise Councillors of the performance of the treasury management function (the management of our investments) for the financial year 2011/12.

Recommendation: to scrutinise the report to ensure that treasury management activities were carried out in accordance with the treasury management strategy and policy.

## **12. Internal audit management report - quarter 2, 2012/13**

(Pages 102 - 112)

To consider the audit manager's report. Reporting officer: Adrianna Partridge

Purpose: To report on management issues within internal audit; to summarise progress against the 2012/13 audit plan up to 13 September 2012; and to summarise the priorities for quarter three 2012/13. Appendix 2 shows the audit plan schedule for 2012/13; this appears on pages 111 – 112.

Recommendation: To note the report.

### **13. Comments on internal audit reports reviewed by committee quarter 2, 2012/13**

(Pages 113 - 116)

To consider the audit manager's report. Reporting officer: Adrianna Partridge

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.

Purpose: To questions raised on internal audit reports not presented to committee from quarter 2 2012/2013.

Recommendation: To note the report.

### **14. Minutes**

(Pages 117 - 128)

Recommendation: To adopt and sign as a correct record the minutes of the meeting of the committee held on 11 July 2012 (previously published).

### **15. Actions arising**

(Pages 129 - 132)

To consider the strategic director's report. Reporting officer: Steve Bishop

Purpose: To respond on actions arising from previous committee meetings.

Recommendation: To note the report.

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

(Pages 133 - 136)

To review the audit and governance work programme and note the training programme.  
Reporting officer: Steve Culliford

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

None