

# Audit and Governance Committee Agenda



Contact: Steve Culliford, Democratic Services Officer  
Telephone 01235 540307  
Email: [steve.culliford@whitehorsedc.gov.uk](mailto:steve.culliford@whitehorsedc.gov.uk)  
Date: 12 March 2013  
Website: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

A meeting of the  
**Audit and Governance Committee**  
will be held on Wednesday 20 March 2013 at 6.30pm  
Council Chamber, The Abbey House, Abingdon

## Members of the Committee:

### Councillors

Simon Howell (Chairman)  
Mohinder Kainth (Vice-Chairman)  
Mike Badcock  
Julia Bricknell  
Andrew Crawford

Dudley Hoddinott  
Sandy Lovatt  
Kate Precious  
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

# Agenda

## Open to the Public including the Press

### Map and vision

(Page 4)

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. Minutes

(Pages 5 - 14)

To adopt and sign as a correct record the minutes of the meeting of the committee held on 30 January 2013.

### 3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

### 4. 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.

### 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. Business continuity and risk management update

(Pages 15 - 18)

To consider the report of the head of HR, IT and customer services.

## **7. Internal audit activity report - fourth quarter 2013/14**

**(Pages 19 - 45)**

To consider the audit manager's report.

## **8. Internal audit management report - fourth quarter 2013/14**

**(Pages 46 - 55)**

To consider the audit manager's report.

## **9. Internal audit plan 2013/14**

**(Pages 56 - 64)**

To consider the audit manager's report.

## **10. External audit plan 2012/13**

**(Pages 65 - 83)**

To consider then external auditor's audit plan for 2012/13.

## **11. Actions arising**

**(Pages 84 - 85)**

To consider the strategic director's report.

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

**(Pages 86 - 89)**

To review the audit and governance work programme.

## **13. Training**

To discuss training for committee members.

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

None