

Date: 12 September 2008

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

TO: All Other Members of the Council  
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 **MONDAY, 22ND SEPTEMBER, 2008** at **6.30 PM**.

Yours faithfully



Carole Nicholl  
Head of 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 Steve Culliford, Democratic Services Officer, on telephone number (01235) 540307 / [steve.culliford@whitehorsedc.gov.uk](mailto:steve.culliford@whitehorsedc.gov.uk).

### **Map and Vision**

(Pages 6 - 7)

A map showing the location of the venue for this meeting, together with a copy the Council Vision are attached.

**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 held on 30 June 2008.

**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. Internal Audit Activity Report - 2nd Quarter 2008/09**

**(Pages 8 - 90)**

To receive and consider report 80/08 of the Audit Manager.

Introduction and Report Summary

The purpose of this report is:

- 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 where necessary.

The Contact Officer for this report is Adrianna Penn, Audit Manager for South Oxfordshire District Council and Vale of White Horse District Council, telephone (SODC) 01491 823544 and (VWHDC) 01235 547615.

**Recommendation**

*that Members note the content of the report.*

**8. Annual Governance Statement (Audit 2007/08)**

**(Pages 91 - 106)**

The Council has a statutory duty to conduct a review of its internal control system at least once a year. In addition it must publish an Annual Governance Statement with its annual financial statements. These duties are contained within the Accounts and Audit Regulations 2006.

The Annual Governance Statement has been circulated widely to numerous consultees including senior committee members and senior managers. The final Annual Governance Statement reflects their corporate input.

**Recommendations**

- (a) that the Annual Governance Statement be approved and any further changes needed be identified; and*
- (b) that it be confirmed that the system of internal control is effective.*

**9. Audit Commission's Opinion on the Council's Financial Statements**

**(Pages 107 - 124)**

As the Council's External Auditor, the Audit Commission has a duty to report to those charged with governance certain matters before an opinion is given on the financial statements. These matters are:-

- (a) expected modifications to the Auditor's report
- (b) unadjusted misstatements
- (c) material weaknesses in the accounting and internal control systems identified during the audit
- (d) views on the qualitative aspects of the accounting practices and financial reporting
- (e) matters specifically required by other Auditing Standards to be communicated to those charged with governance
- (f) any other relevant matters relating to the audit

This Committee is responsible for receiving the External Auditor's Management Letters and reports on Annual Corporate Governance matters and determining, on behalf of the Council, whether the Executive or an appropriate Committee or both should take action to respond to such matters. A copy of the Annual Governance Report is attached.

**Recommendation**

*that the Committee is asked to receive the External Auditor's 2007/08 Annual Governance Report in order to determine whether any further actions are required in light of the Auditor's comments.*

**10. Statement of Accounts 2007/08**

**(Pages 125 - 173)**

This Committee approved the draft 2007/08 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 2008. The Audit has been completed and the accounts have been finalised by the inclusion of the Auditor's signed audit report, including her opinion and certificate.

A copy of the Statement of Accounts as now amended is attached and needs to be approved by this Committee.

**Recommendation**

*that the amended 2007/08 Statement of Accounts be approved.*

**11. Internal Audit Management Report - 2nd Quarter 2008/09**

**(Pages 174 - 181)**

To receive and consider report 81/08 of the Audit Manager.

Introduction and Report Summary

The purpose of this report is:

- to report on management issues
- to summarise the progress of internal audit against the 2008/2009 audit plan up to the 8th September 2008
- to summarise the priorities and planned audit work for quarter 3 2008/2009

The Contact Officer for this report is Adrianna Penn, Audit Manager for South Oxfordshire District Council and Vale of White Horse District Council, telephone (SODC) 01491 823544 and (VWHDC) 01235 547615.

**Recommendation**

*that Members note the content of the report.*

**Exempt Information Under Section 100A(4) of the Local Government Act 1972**

None