

Date: 10 March 2009

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 **WEDNESDAY, 18TH MARCH, 2009** 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.

Map and Vision

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A map showing the location of the venue for this meeting is attached.

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 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

(Pages 6 - 11)

To adopt and sign as a correct record the minutes of the meeting held on 14 January 2009.

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. Annual Audit Inspection Letter

(Pages 12 - 26)

To receive and consider the Audit Commission's Annual Audit and Inspection Letter.

8. Internal Audit Activity Report 4th Quarter 2008/09

(Pages 27 - 122)

To receive and consider report 171/08 of the Audit Manager.

9. Review of Internal Audit Reports 2009/10

(Pages 123 - 124)

To receive and consider report 172/08 of the Strategic Director.

10. Internal Audit Management Report - 4th Quarter 2008/09

(Pages 125 - 137)

To receive and consider report 173/08 of the Audit Manager.

11. Internal Audit Annual Plan 2009/10

(Pages 139 - 144)

To receive and consider report 174/08 of the Audit Manager.

12. 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:

Minutes

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

(Category 7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.)

EXEMPT INFORMATION UNDER SECTION 100A(4) OF THE LOCAL GOVERNMENT ACT 1972

13. Minutes

(Pages 145 - 146)

To adopt and sign as a correct record the Committee's Exempt minutes from the meeting held on 14 January 2009.