

A G E N D A

Audit and Corporate Governance Committee

Date: **Thursday, 25th September, 2008**

Time: **9.30 a.m.**

Place: **Council Chamber, Brockington, 35
Hafod Road, Hereford HR1 1SH**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

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Herefordshire Council

AGENDA

for the Meeting of the Audit and Corporate Governance Committee

To: Councillor ACR Chappell (Chairman)
Councillor RH Smith (Vice-Chairman)

Councillors MJ Fishley, JHR Goodwin, B Hunt, R Mills and AM Toon

In Attendance: Councillor H Bramer, Cabinet Member (Resources) and T Tobin, Audit Commission

	Pages
<p>1. APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
<p>2. DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by Members in respect of items on the Agenda.</p> <p>GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS</p> <p>The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.</p> <p>A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.</p> <p>Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is and leave the meeting room.</p>	
<p>3. NAMED SUBSTITUTES(IF ANY)</p> <p>To receive any named substitutes.</p>	

4. MINUTES	1 - 4
To approve the Minutes of the meeting held on 3 July 2008.	
5. ANNUAL GOVERNANCE LETTER FOR 2008	5 - 26
To introduce the external auditor's Annual Governance Letter for 2008 as an appendix to the Director of Resources report.	
6. REVIEW OF THE CODE OF CORPORATE GOVERNANCE	27 - 34
To consider and agree a revised Code of Corporate Governance for the Council following the issuing of a new governance framework and guidelines.	
7. LEARNING DISABILITY INSPECTION ACTION PLAN - PROGRESS REPORT	35 - 48
To inform the committee of the progress made through the implementation of the action plan which followed the Commission for Social Care Inspection in January 2007, and the ongoing adult social care transformation programme.	
8. ANALYSIS OF INTERNAL AUDIT RECOMMENDATIONS IN 2007/08	49 - 52
To provide the Audit & Corporate Governance Committee with information requested on:	
a) The risk analysis of internal audit recommendations made in 2007/08.	
b) The internal audit recommendations not accepted by management in the year.	
9. FIRST INTERIM AUDIT ASSURANCE REPORT 2008/09	53 - 78
This report provides the Committee with an update on progress in making planned improvements to the internal control environment and progress with the Annual Audit Plan for 2008/09.	