

AGENDA

Audit and Corporate Governance Committee

Date: **Friday 20 November 2009**

Time: **10.00 am**

Place: **The Council Chamber, Brockington, 35 Hafod Road,
Hereford**

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

For any further information please contact:

Paul Rogers, Democratic Services Officer

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If you would like help to understand this document, or would like it in another format or language, please call Paul Rogers, Democratic Services Officer on 01432 383408 or e-mail progers@herefordshire.gov.uk in advance of the meeting.

Agenda for the Meeting of the Audit and Corporate Governance Committee

Membership

Chairman	Councillor ACR Chappell
Vice-Chairman	Councillor RH Smith
	Councillor MJ Fishley
	Councillor JHR Goodwin
	Councillor PJ McCaull
	Councillor R Mills
	Councillor AM Toon

GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

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.

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.

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. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

AGENDA

	Pages
<p>1. APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
<p>2. NAMED SUBSTITUTES(IF ANY)</p> <p>To receive details of Members nominated to attend the meeting in place of a Member of the Committee.</p>	
<p>3. DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by Members in respect of items on the Agenda.</p> <p style="text-align: center;">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>4. MINUTES</p> <p>To approve and sign the Minutes of the meeting held on 28 September 2009.</p>	1 - 10
<p>5. INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)</p> <p>To report to the Committee on the progress for implementing International Financial Reporting Standards.</p>	11 - 18
<p>6. INTERIM AUDIT SERVICES ASSURANCE REPORT 2009/10 NO.1</p> <p>To receive the Interim Assurance Report which updates Members on the work status and brings to their attention any key internal control issues.</p>	19 - 44

7. DATA QUALITY - 6 MONTH PROGRESS REPORT	45 - 54
To receive a report and to note the progress against the 2009 – 2010 data quality action plan.	
8. CREDITOR PAYMENT AUTHORISATION	55 - 58
To receive report on the process for ensuring Creditor Payment Authorisations are managed in accordance with the Council's Constitution.	