

# AGENDA

## Audit and Governance Committee

Date: **Wednesday 23 September 2015**

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Time: **10.00 am**

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Place: **Committee Room 1, Shire Hall, St. Peter's Square,  
Hereford, HR1 2HX**

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

For any further information please contact:

**Ruth Goldwater**

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If you would like help to understand this document, or would like it in another format, please call Ruth Goldwater on 01432 260635 or e-mail [ruth.goldwater@herefordshire.gov.uk](mailto:ruth.goldwater@herefordshire.gov.uk) in advance of the meeting.

# **Agenda for the Meeting of the Audit and Governance Committee**

**Chairman**  
**Vice-Chairman**

**Councillor BA Durkin**  
**Councillor FM Norman**

**Councillor ACR Chappell**  
**Councillor DG Harlow**  
**Councillor EPJ Harvey**  
**Councillor PD Newman OBE**  
**Councillor RJ Phillips**  
**Councillor J Stone**  
**Councillor LC Tawn**

## AGENDA

		Pages
<b>PUBLIC INFORMATION AND FIRE INFO</b>		
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>2.</b>	<b>NAMED SUBSTITUTES</b> To receive details of any Members nominated to attend the meeting in place of a Member of the Committee.	
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the agenda.	
<b>4.</b>	<b>MINUTES</b> To approve and sign the minutes of the meeting held on 16 July 2015.	7 - 14
<b>5.</b>	<b>2014-15 STATEMENT OF ACCOUNTS</b> To seek the committee's approval of the 2014/15 statement of accounts and annual governance statement.	15 - 150
<b>6.</b>	<b>COMMUNITY GOVERNANCE REVIEW</b> To agree the timetable to assess the case for undertaking a community governance review (CGR) of parish boundaries and electoral arrangements.	151 - 154
<b>7.</b>	<b>2015-16 BI-ANNUAL FORECAST OF REVENUE AND CAPITAL OUTTURN</b> To update the committee on the financial position to end of May 2015 as reported to Cabinet on 23 July 2015.	155 - 164
<b>8.</b>	<b>WHISTLEBLOWING POLICY</b> To agree the proposed changes to the whistle blowing policy and procedure.	165 - 174
<b>9.</b>	<b>EXTERNAL AUDIT FINDINGS REPORT 2014-15</b> To update the committee on the external audit findings for 2014-15.	175 - 208
<b>10.</b>	<b>PUBLIC INTEREST DISCLOSURE ACT (PIDA) WORKING GROUP UPDATE</b> To inform the committee of the activities of the working group formed to review the actions taken in response to the recommendations made by Grant Thornton following their review of the customer relationship management system implementation.	209 - 214
<b>11.</b>	<b>PROGRESS REPORT ON 2015/16 INTERNAL AUDIT PLAN</b> To update Members on the progress of internal audit work and to bring to their attention any key internal control issues arising from work recently completed.	215 - 228

**12. WORK PROGRAMME UPDATE**

To provide an update on the Committee's work programme for 2015-16.

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