

AGENDA

Audit and Governance Committee

Date: **Tuesday 26 January 2016**

Time: **10.00 am**

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

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

For any further information please contact:

Clive Lloyd

Tel: 01432 260249

Email: clive.lloyd@herefordshire.gov.uk

If you would like help to understand this document, or would like it in another format, please call Clive Lloyd on 01432 260249 or e-mail clive.lloyd@herefordshire.gov.uk in advance of the meeting.

Agenda for the Meeting of the Audit and Governance Committee

Membership

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
PUBLIC INFORMATION AND FIRE INFO	
1. APOLOGIES FOR ABSENCE To receive apologies for absence.	
2. NAMED SUBSTITUTES (IF ANY) To receive details of Members nominated to attend the meeting in place of a Member of the Committee.	
3. DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the agenda.	
4. CHAIRMAN'S ANNOUNCEMENTS	
5. MINUTES To approve and sign the Minutes of the meeting held on Tuesday 24 November 2015.	9 - 16
6. INTERNAL AUDIT PLAN PROGRESS REPORT 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.	17 - 38
7. SWAP TRAINING AND DEVELOPMENT UPDATE To update members on the 2016/17 training programme.	
8. ANNUAL GOVERNANCE STATEMENT ACTION PLAN UPDATE To note progress made in delivering the annual governance statement action plan.	39 - 62
9. MEMBERS DEVELOPMENT PLANS To consider options for implementing a system of personal development for elected members	63 - 66
10. GOVERNANCE IMPROVEMENT WORKING GROUP UPDATE To note the work of the governance improvement working group to date.	67 - 74
11. STANDARDS WORKING GROUP To note the work of the standards working group to date.	
12. WORK PROGRAMME UPDATE To provide an update on the work programme for the committee for 2015/16	75 - 80