

AGENDA

Audit and Governance Committee

Date: **Monday 28 November 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:

Caroline Marshall

Tel: 01432 260249

Email: caroline.marshall3@herefordshire.gov.uk

If you would like help to understand this document, or would like it in another format, please call Caroline Marshall on 01432 260249 or e-mail caroline.marshall3@herefordshire.gov.uk in advance of the meeting.

Agenda for the meeting of the Audit and Governance Committee

Membership

Chairman	Councillor PD Newman OBE
Vice-Chairman	Councillor FM Norman
	Councillor ACR Chappell
	Councillor EPJ Harvey
	Councillor JF Johnson
	Councillor RL Mayo
	Councillor RJ Phillips
	Councillor J Stone
	Councillor LC Tawn

AGENDA

	Pages
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. MINUTES To approve and sign the minutes of the meeting held on 22 September 2016.	7 - 12
5. WORKING GROUP UPDATE: COUNCIL CONSTITUTION To consider amendments to the council's constitution proposed by the governance improvement working group, and to agree recommendations to Council.	13 - 278
6. ANNUAL REPORT OF THE MONITORING OFFICER To inform the committee of performance in the areas within the remit of the monitoring officer for the municipal year 2015/16.	279 - 286
7. PROGRESS REPORT ON 2016/17 INTERNAL AUDIT PLAN 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.	287 - 314
8. 2015/16 ANNUAL AUDIT LETTER The annual audit letter (AAL) for 2015/16 at appendix 1 is reviewed and the committee determine whether any issues require further action or inclusion in the committee's work programme.	315 - 332
9. FUTURE WORK PROGRAMME To provide an update on the Committee's work programme for 2016/17.	333 - 336