

Agenda

Audit and governance committee

Date: **Wednesday 24 January 2018**

Time: **2.00 pm**

Place: **Council Chamber, 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:

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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 ACR Chappell**

Councillor CR Butler
Councillor EPJ Harvey
Councillor RJ Phillips
Councillor J Stone
Councillor LC Tawn

Agenda

		Pages
1.	<p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
2.	<p>NAMED SUBSTITUTES (IF ANY)</p> <p>To receive details any details of members nominated to attend the meeting in place of a member of the committee.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by Members in respect of items on the agenda.</p>	
4.	<p>MINUTES</p> <p>To approve and sign the minutes of the meeting held on 29 November 2017.</p>	9 - 16
5.	<p>QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>To receive questions from members of the public.</p> <p><i>Deadline for receipt of questions is 5.00 pm on 19 January 2018. Accepted questions will be published as a supplement prior to the meeting. Please submit questions to: councillorservices@herefordshire.gov.uk</i></p>	
6.	<p>QUESTIONS FROM COUNCILLORS</p> <p>To receive questions from members of the public.</p> <p><i>Deadline for receipt of questions is 5.00 pm on 19 January 2018. Accepted questions will be published as a supplement prior to the meeting. Please submit questions to: councillorservices@herefordshire.gov.uk</i></p>	
7.	<p>CAPITAL PROJECT MANAGEMENT AND CONTROL INTERNAL AUDIT PROGRESS UPDATE</p> <p>To update the committee on progress in implementing the recommendations relating to capital project management and control raised in the Internal Auditors audit findings report regarding the joint customer services hub (Blueschool House) capital project presented in September 2017.</p>	17 - 24
8.	<p>ANNUAL GOVERNANCE STATEMENT 2016/17</p> <p>To report progress made towards implementing the agreed action plan in response to issues identified in the 2016/17 annual governance statement; and to agree the process and timetable for undertaking the review to inform the development of the 2017/18 annual governance statement.</p>	25 - 32
9.	<p>UPDATE ON CLOSURE PROCESS FOR 2017/18 FINAL ACCOUNTS</p> <p>To update the committee on progress in the planning for the preparation of the 2017/18 final accounts and management responses to items raised in the External Auditors audit findings report presented in September.</p>	33 - 36

10. EXTERNAL AUDIT PLAN FOR 2017/18	37 - 58
To review and agree the external auditors audit plan for 2017/18.	
11. HOUSING BENEFIT GRANT CERTIFICATION 2016/17	59 - 66
To review the external auditors certification letter in relation to the housing benefit subsidy claim for 2016/17 as submitted by Herefordshire Council.	
12. WORK PROGRAMME UPDATE	67 - 70
To provide an update on the work programme for the committee.	