

Agenda

Audit and governance committee

Date: **Tuesday 8 May 2018**

Time: **2.00 pm**

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 ACR Chappell**

Councillor CR Butler
Councillor EPJ Harvey
Councillor RJ Phillips
Councillor AJW Powers
Councillor J Stone

Agenda

THE PUBLIC RIGHTS TO INFORMATION AND ATTENDANCE AT MEETINGS		Pages
<p>1. APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>		
<p>2. 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>		
<p>3. DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by Members in respect of items on the agenda.</p>		
<p>4. MINUTES</p> <p>To approve and sign the minutes of the meeting held on 21 March 2018.</p>		9 - 16
<p>5. 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 2 May 2018 (2 clear working days from date of meeting).</i></p> <p><i>Accepted questions will be published as a supplement prior to the meeting.</i></p>		
<p>6. QUESTIONS FROM COUNCILLORS</p> <p>To receive any questions from councillors.</p> <p><i>Deadline for receipt of questions is 5.00 pm on 2 May 2018 (2 clear working days from date of meeting).</i></p> <p><i>Accepted questions will be published as a supplement prior to the meeting.</i></p>		
<p>7. CAPITAL PROJECT MANAGEMENT AND CONTROL INTERNAL AUDIT PROGRESS REPORT</p> <p>To update the committee on progress in implementing the recommendations raised in the Internal Auditor's audit findings report regarding project management of the joint customer services hub (Blueschool House) capital project presented in September 2017.</p>		17 - 34
<p>8. PROGRESS REPORT ON 2017/18 INTERNAL AUDIT PLAN</p> <p>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.</p>		35 - 66
<p>9. 2018/19 EXTERNAL AUDIT PLAN AND FEE</p> <p>To approve the external audit plan and fee for 2018/19, to ensure that the council has effective statutory external audit arrangements in place as required in the council's constitution.</p>		67 - 74

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| 10. UPDATE FROM EXTERNAL AUDITOR | 75 - 96 |
| To provide the committee with a progress update of the work being undertaken by the external auditor. | |
| 11. ANNUAL GOVERNANCE STATEMENT 2017/18 | 97 - 122 |
| To seek the views of the committee as to whether the draft annual governance statement properly reflects the risk environment the council is operating in and the appropriateness of any actions required to improve it. | |
| 12. 2018 CONSTITUTION REVIEW | 123 - 224 |
| To consider the suggested amendments to the council's constitution proposed by the constitution review working group for recommendation to Council. | |
| 13. WORK PROGRAMME UPDATE | 225 - 230 |
| To provide an update on the work programme for the committee for 2018/19. | |