

Agenda

Audit and governance committee

Date: **Wednesday 19 September 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:

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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 EE Chowns
Councillor EPJ Harvey
Councillor RJ Phillips
Councillor J Stone

Agenda

THE PUBLIC RIGHTS TO INFORMATION AND ATTENDANCE AT MEETINGS		Pages
1. APOLOGIES FOR ABSENCE	To receive apologies for absence.	
2. NAMED SUBSTITUTES (IF ANY)	To receive details any 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 30 July 2018.	9 - 16
5. QUESTIONS FROM MEMBERS OF THE PUBLIC	To receive questions from members of the public. <i>Deadline for receipt of questions is 5.00 pm on 13 September 2018 (3 clear working days from date of meeting).</i> <i>Accepted questions and answers will be published as a supplement prior to the meeting.</i>	
6. QUESTIONS FROM COUNCILLORS	To receive any questions from councillors. <i>Deadline for receipt of questions is 5.00 pm on 13 September 2018 (3 clear working days from date of meeting).</i> <i>Accepted questions and answers will be published as a supplement prior to the meeting.</i>	
7. CAPITAL PROJECT MANAGEMENT AND CONTROL INTERNAL AUDIT UPDATE – CLOSURE REPORT	To enable the committee to receive the closure report from SWAP in respect of the recommendations made in the audit findings report regarding the joint customer services hub capital report presented to the committee in September 2017.	17 - 36
8. ANNUAL EXTERNAL AUDIT LETTER - 2017/18	For the committee to receive the external auditor's annual audit letter for 2017/18 and determine whether further action or inclusion in the committee's work programme is appropriate.	37 - 52
9. PROGRESS REPORT ON 2018/19 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	53 - 76

- completed. To enable the committee to monitor performance of the internal audit team against the approved plan.
- 10. CORPORATE RISK REGISTER** 77 - 96
- To consider the status of the council's corporate risk register in order to monitor the effectiveness of the performance, risk and opportunity management framework.
- 11. COMMUNITY GOVERNANCE REVIEWS.** 97 - 134
- To make recommendations to Council following the Community Governance Reviews (CGRs) undertaken in the Bishopstone group, Bredenbury District Group, Brockhampton Group, Kilpeck Group, Peterchurch, Longtown Group Moreton On Lugg, and Wellington parishes.
- 12. ENERGY FROM WASTE LOAN UPDATE** 135 - 140
- To provide assurance to the audit and governance committee on the current status of the energy from waste loan arrangement to enable the committee to fulfil its delegated functions.
- 13. GOVERNANCE ARRANGEMENTS FOR HOOPLE** 141 - 146
- To outline to the committee the governance arrangements for Hoople to enable the committee to provide independent assurance on the adequacy of the risk management framework, including the internal control of the financial reporting and annual governance processes.
- 14. WORK PROGRAMME UPDATE** 147 - 150
- To provide an update on the work programme for the committee for 2018/19.
- 15. EXCLUSION OF PRESS AND PUBLIC**
- In the opinion of the Proper Officer, the following item will not be, or is likely not to be, open to the public and press at the time it is considered.
- RECOMMENDATION:** that under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12(A) of the Act, as indicated below and it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 2 Information which is likely to reveal the identity of an individual.**
- 16. INDEPENDENT PERSON FOR STANDARDS** 151 - 178
- To inform Council of the progress in the recruitment of independent persons and to recommend a way forward.