

Agenda

Audit and governance committee

Date: **Wednesday 28 November 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

Chairperson **Councillor PD Newman OBE**
Vice-Chairperson **Councillor ACR Chappell**

Councillor CR Butler
Councillor EE Chowns
Councillor EPJ Harvey
Councillor RJ Phillips
Councillor J Stone

Agenda

	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 declarations of interests in respect of Schedule 1, Schedule 2 or Other Interests from members of the committee in respect of items on the agenda.</p>	
<p>4. MINUTES</p> <p>To approve and sign the minutes of the meeting held on 19 September 2018.</p>	9 - 18
<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 22 November 2018 (3 clear working days from date of meeting).</i></p> <p><i>Accepted questions and answers 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 22 November 2018 (3 clear working days from date of meeting).</i></p> <p><i>Accepted questions and answers will be published as a supplement prior to the meeting.</i></p>	
<p>7. ANNUAL REPORT ON CODE OF CONDUCT</p> <p>To enable the committee to be assured that high standards of conduct continue to be promoted and maintained.</p>	19 - 32
<p>8. ANNUAL REVIEW OF THE COUNCIL'S INFORMATION ACCESS AND INFORMATION GOVERNANCE REQUIREMENTS</p> <p>To inform the committee of performance in the areas of complaints, data incidents and requests for information made to the council over the municipal year 2017/18.</p>	33 - 40
<p>9. RECRUITMENT OF INDEPENDENT PERSONS PROGRESS UPDATE</p> <p>To update the committee on the progress of the recruitment of independent persons for standards.</p>	41 - 44
<p>10. PROGRESS REPORT ON 2018/19 INTERNAL AUDIT PLAN</p> <p>To update members on the progress of internal audit work and to bring to</p>	45 - 68

	their attention any key internal control issues arising from work recently completed.	
11.	2017/18 ADDITIONAL EXTERNAL AUDIT FEE	69 - 72
	To consider and approve the proposed additional external audit fee charge for work completed during the external audit of the 2017/18 statement of accounts	
12.	UPDATE TO FINANCIAL PROCEDURE RULES AND CONTRACT PROCEDURE RULES	73 - 116
	To approve the updated financial procedure rules and contract procedure rules.	
13.	WORK PROGRAMME UPDATE	117 - 120
	To provide an update on the work programme for the committee for 2018/19.	