

Agenda

Audit and governance committee

Date: **Tuesday 16 March 2021**

Time: **10.15 am**

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

Chairperson **Councillor Nigel Shaw**
Vice-Chairperson **Councillor Christy Bolderson**

Councillor Dave Boulter
Councillor Peter Jinman
Councillor Bob Matthews
Councillor Diana Toynbee
Councillor Yolande Watson

Agenda

	Pages
THE PUBLIC RIGHTS TO INFORMATION AND ATTENDANCE AT MEETINGS	
THE NOLAN PRINCIPLES	
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 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.	
4. MINUTES	11 - 20
To approve and sign the minutes of the meeting held on 26 January 2021.	
HOW TO SUBMIT QUESTIONS	
<i>Deadline for receipt of questions is 5.00 pm on 10 March 2021.</i>	
<i>Questions must be submitted to councillorservices@herefordshire.gov.uk. Questions sent to any other address may not be accepted.</i>	
<i>Accepted questions and the response to them will be published as a supplement to the agenda papers prior to the meeting. Further information and guidance is available at https://www.herefordshire.gov.uk/getinvolved</i>	
5. QUESTIONS FROM MEMBERS OF THE PUBLIC	
To receive questions from members of the public.	
6. QUESTIONS FROM COUNCILLORS	
To receive any questions from councillors.	
7. CORPORATE RISK REGISTER	21 - 76
To consider the status of the council's Corporate Risk Register in order to monitor the effectiveness of risk management within the Performance Management Framework.	
8. PROGRESS REPORT ON 2020/21 INTERNAL AUDIT PLAN	77 - 106
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. To enable the committee to monitor performance of the internal audit team against the approved plan.	
9. INTERNAL AUDIT 1ST QUARTER PLAN 2021-22 AND INTERNAL AUDIT CHARTER	107 - 126
Internal Audit 1st quarter Plan 2021-22	

To be assured that the level and range of activity within the proposed 1st quarter internal audit plan is sufficient to provide assurance over the council's corporate governance arrangements and provides appropriate coverage of key business objectives, associated risks, and risk management processes.

Internal Audit Charter

To approve the internal audit charter for the period 1 April 2021 to 31 March 2022.

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| 10. | RE-THINKING GOVERNANCE WORKING GROUP PROGRESS UPDATE | 127 - 162 |
| | To update the committee on the progress of the re-thinking governance working group. | |
| 11. | LOCAL GOVERNMENT ASSOCIATION (LGA) MODEL CODE OF CONDUCT | 163 - 202 |
| | To consider the LGA's model code of conduct and agree the next steps to review the Herefordshire's Council Code of Conduct. | |
| 12. | COMMITTEE EFFECTIVENESS REVIEW WORKING GROUP | 203 - 238 |
| | To consider the report of the working group on the effectiveness of the committee. | |
| 13. | WORK PROGRAMME UPDATE | 239 - 242 |
| | To provide an update on the work programme for the committee. | |
| 14. | 2021/22 MEETING DATES | |
| | To agree the 2021/22 committee meeting dates. All meetings will start at 10.15 am. | |
| | 16 June 2021 | |
| | 30 July | |
| | 30 September | |
| | 27 October | |
| | 24 November | |
| | 25 January 2022 | |
| | 15 March | |
| | 3 May | |