

Agenda

Audit and governance committee

Date: **Wednesday 27 October 2021**

Time: **10.15 am**

Place: **Herefordshire Council Offices, Plough Lane, Hereford,
HR4 0LE**

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 John Coleman, Democratic Services Manager on 01432 260382 or e-mail John.Coleman@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 Yolande Watson
Councillor Jenny Bartlett

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 To approve and sign the minutes of the meeting held on 27 September 2021.	11 - 18
5.	PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY 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.	19 - 46
6.	AUDIT AND GOVERNANCE - COMMITTEE EFFECTIVENESS AND PERFORMANCE, SKILLS MATRIX To consider and agree the audit and governance skills matrix and to seek the agreement of all A+G committee members to participate in the skills matrix audit.	47 - 60
HOW TO SUBMIT QUESTIONS		
<i>Deadline for receipt of questions is 5.00 pm on 21 October 2021 (3 clear working days from date of meeting).</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>		
7.	QUESTIONS FROM MEMBERS OF THE PUBLIC To receive questions from members of the public.	
8.	QUESTIONS FROM COUNCILLORS To receive any questions from councillors.	

9. WORK PROGRAMME UPDATE

To provide an update on the work programme for the committee.

10. DATE OF NEXT MEETING

The next scheduled meeting is Wednesday 24 November 2021, 10.15 am.

61 - 64