

# Agenda

## Audit and Governance Committee

Date: **Tuesday 30 January 2024**

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Time: **2.00 pm**

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Place: **Conference Room 1, Herefordshire Council Offices,  
Plough Lane, Hereford, HR4 0LE**

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

**Jen Preece, Democratic Services Officer**

Tel: 01432 261699

Email: [jennypreece@herefordshire.gov.uk](mailto:jennypreece@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format, please call Jen Preece, Democratic Services Officer on 01432 261699 or e-mail [jennypreece@herefordshire.gov.uk](mailto:jennypreece@herefordshire.gov.uk) in advance of the meeting.

# **Agenda for the meeting of the Audit and Governance Committee**

## **Membership**

**Chairperson**            **Councillor David Hitchiner**  
**Vice-chairperson**   **Councillor Aubrey Oliver**

**Councillor Chris Bartrum**  
**Councillor Frank Cornthwaite**  
**Councillor Peter Hamblin**  
**Councillor Robert Highfield**  
**Councillor Mark Woodall**

## Agenda

		Pages
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence.</p>	
2.	<p><b>NAMED SUBSTITUTES (IF ANY)</b></p> <p>To receive details of any councillor nominated to attend the meeting in place of a member of the committee.</p>	
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>To receive declarations of interest in respect of items on the agenda.</p>	
4.	<p><b>MINUTES</b></p> <p>To approve and sign the minutes of the meeting held on Tuesday 12 December 2023.</p>	11 - 18
<p><b>HOW TO SUBMIT QUESTIONS</b></p> <p>Deadline for receipt of questions is 9.30 am on Thursday 25 January 2024.</p> <p>Questions must be submitted to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a>.</p> <p>Questions sent to any other address may not be accepted.</p> <p>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 <a href="http://www.herefordshire.gov.uk/getinvolved">www.herefordshire.gov.uk/getinvolved</a></p>		
5.	<p><b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b></p> <p>To receive any questions from members of the public.</p>	
6.	<p><b>QUESTIONS FROM COUNCILLORS</b></p> <p>To receive any questions from councillors.</p>	
7.	<p><b>CODE OF CONDUCT FOR COUNCILLORS - 6 MONTHLY UPDATE</b></p> <p>To enable the committee to be assured that high standards of conduct continue to be promoted and maintained. To provide an overview of how the arrangements for dealing with complaints are working together.</p>	19 - 30
8.	<p><b>EXTERNAL AUDIT PROGRESS REPORT AND SECTOR UPDATE</b></p> <p>To report the progress of external audit in delivering its responsibilities to the council.</p>	31 - 48
9.	<p><b>EXTERNAL AUDITOR'S ANNUAL REPORT 2022/23</b></p> <p>To present to the Audit and Governance Committee the External Auditor's Annual Report 2022/23 for information and discussion.</p> <p>(Papers to follow).</p>	To Follow

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| <b>10. ANTI-FRAUD, BRIBERY &amp; CORRUPTION ANNUAL REPORT</b>   | 49 - 64   |
| <p>This report is to provide an overview on all counter fraud activity across the Council's services throughout the previous calendar year and represent an up-to-date account of the work undertaken, including progress and outcomes aligned with our strategy and core objectives.</p>   |           |
| <b>11. UPDATE TO FINANCE AND CONTRACT PROCEDURE RULES</b>   | 65 - 132  |
| <p>To review and approve the proposed updates to the Contract Procedure Rules, the Financial Procedure Rules and the Financial Procedure Rules Guidance Notes. To ensure council financial and contract procedure rules are up-to-date and provide clarity of roles, accountabilities and process in order to ensure transparency about how public resources are used and controlled to mitigate the potential for fraud and ensure compliance with relevant legislation.</p> |           |
| <b>12. INTERNAL AUDIT UPDATE REPORT QUARTER 3 2023-24</b>   | 133 - 150 |
| <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. To enable the committee to monitor performance of the internal audit team against the approved plan.</p> <p>To assure the committee that action is being taken on risk related issues identified by internal audit.</p>   |           |
| <b>13. WORK PROGRAMME</b>   | 151 - 154 |
| <p>To consider the work programme for the committee.</p>  |           |
| <b>14. DATE OF NEXT MEETING</b>   |           |
| <p>Tuesday 26 March 2024.</p>   |           |