

Agenda

Audit and Governance Committee

Date: **Tuesday 11 June 2024**

Time: **2.00 pm**

Place: **Conference Room 1, 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 Jen Preece, Democratic Services Officer on 01432 261699 or e-mail 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 Mark Woodall**

Councillor Chris Bartrum

Councillor Frank Cornthwaite

Councillor Peter Hamblin

Councillor Robert Highfield

Councillor Aubrey Oliver

Agenda

		Pages
1.	<p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
2.	<p>NAMED SUBSTITUTES (IF ANY)</p> <p>To receive details of any councillor nominated to attend the meeting in place of a member of the committee.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>To receive declarations of interest in respect of items on the agenda.</p>	
4.	<p>MINUTES</p> <p>To approve and sign the minutes of the meeting held on 26 March 2024</p>	11 - 16
<p>HOW TO SUBMIT QUESTIONS</p> <p>Deadline for receipt of questions is 5pm on Wednesday 5 June 2024.</p> <p>Questions must be submitted to councillorservices@herefordshire.gov.uk.</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 www.herefordshire.gov.uk/getinvolved</p>		
5.	<p>QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>To receive any questions from members of the public.</p>	
6.	<p>QUESTIONS FROM COUNCILLORS</p> <p>To receive any questions from councillors.</p>	
7.	<p>APPOINTMENT TO STANDARDS PANEL</p> <p>To appoint to the membership of the Standards Panel.</p>	17 - 20
8.	<p>DRAFT ANNUAL REPORT OF THE AUDIT COMMITTEE</p> <p>To provide the committee with the draft annual report covering the work undertaken by the Committee, during the 2023/24 municipal year.</p>	21 - 30
9.	<p>DRAFT ANNUAL GOVERNANCE STATEMENT 2023/24</p> <p>To seek the view of the committee as to whether the draft Annual Governance Statement (AGS) for 2023/24 properly reflects the internal control environment the council is operating in and the appropriateness of actions identified to improve governance arrangements.</p>	31 - 48
10.	<p>2023/24 DRAFT STATEMENT OF ACCOUNTS</p> <p>To note the draft, unaudited Statement of Accounts for 2023/24.</p>	49 - 172

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| <p>11. INTERNAL AUDIT UPDATE REPORT QUARTER 1 2024/25</p> <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.</p> <p>To assure the committee that action is being taken on risk related issues identified by internal audit. This is monitored through acceptance of agreed management actions and progress updates in implementing the action plans. In addition, occasions where audit actions not accepted by management are documented if it is considered that the course of action proposed by management presents a risk in terms of the effectiveness of or compliance with the council's control environment.</p> | 173 - 186 |
| <p>12. INTERNAL AUDIT ANNUAL OPINION 2023/24</p> <p>The purpose of this report is to enable the committee to provide independent assurance on the adequacy of the risk management framework together with the internal control of the financial reporting and annual governance processes by considering the head of internal audit's annual report and opinion, and the level of assurance it gives over the council's corporate governance arrangements.</p> | 187 - 202 |
| <p>13. WORK PROGRAMME</p> <p>To consider the work programme for the committee.</p> | 203 - 206 |
| <p>14. DATES OF FUTURE MEETINGS</p> <p>To agree dates of future meetings. The following dates are suggested:</p> <p>Tuesday, 23 July 2024 2pm
Tuesday, 24 September 2024 2pm
Tuesday, 29 October 2024 2pm
Tuesday, 28 January 2025 2pm
Tuesday, 25 March 2025 2pm
Tuesday, 10 June 2025 2pm</p> | |