

# Agenda

## Audit and Governance Committee

Date: **Thursday 26 September 2024**

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Time: **2.30 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**

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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 Mark Woodall**

**Councillor Chris Bartrum**

**Councillor Frank Cornthwaite**

**Councillor Peter Hamblin**

**Councillor Robert Highfield**

**Councillor Aubrey Oliver**

## 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 23 July 2024</p>	11 - 16
<p><b>HOW TO SUBMIT QUESTIONS</b></p> <p>Deadline for receipt of questions is 5pm on Friday 20 September 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>ANNUAL REVIEW OF THE COUNCIL'S INFORMATION REQUESTS &amp; COMPLAINTS 2023/24</b></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 2023/24.</p>	17 - 24
8.	<p><b>UPDATE TO RISK MANAGEMENT ARRANGEMENTS</b></p> <p>To provide an update on the council's approach to risk management arrangements and present the revised Draft Risk Management Strategy.</p>	25 - 44
9.	<p><b>2023/24 EXTERNAL AUDIT FINDINGS REPORT</b></p> <p>To consider the external audit findings report for the year ended 31 March 2024.</p> <p>N.B Appendix 1: The Audit Findings (ISA260) Report for Herefordshire Council year ended 31 March 2024 – papers to follow.</p>	45 - 48

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| <b>10. ANNUAL GOVERNANCE STATEMENT 2023/24</b>                                                                                                                                                                                             | 49 - 52  |
| To seek the view of the committee as to whether the 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. |          |
| N.B Appendix 1: Annual Governance Statement 2023/24 – papers to follow.                                                                                                                                                                    |          |
| <b>11. 2023/24 STATEMENT OF ACCOUNTS</b>                                                                                                                                                                                                   | 53 - 60  |
| To approve the 2023/24 Statement of Accounts and associated letter of representation from Grant Thornton, the external auditors.                                                                                                           |          |
| N.B Appendix 1: Statement of Accounts 2023/24 and Appendix 2: Letter of representation for 2023/24 – papers to follow.                                                                                                                     |          |
| <b>12. EXTERNAL AUDITOR'S ANNUAL REPORT 2023/24</b>                                                                                                                                                                                        | 61 - 96  |
| To present to the Audit and Governance Committee the External Auditor's Annual Report 2023/24 for information and discussion.                                                                                                              |          |
| <b>13. WORK PROGRAMME</b>                                                                                                                                                                                                                  | 97 - 100 |
| To consider the work programme for the committee.                                                                                                                                                                                          |          |
| <b>14. DATE OF NEXT MEETING</b>                                                                                                                                                                                                            |          |
| Tuesday, 29 October 2024, 2pm.                                                                                                                                                                                                             |          |