

# A G E N D A

## Audit and Corporate Governance Committee

Date: **Friday, 4th April, 2008**

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Time: **10.00 a.m.**

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Place: **Council Chamber, Brockington, 35  
Hafod Road, Hereford. HR1 1SH**

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

*For any further information please contact:*

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**County of Herefordshire  
District Council**



# AGENDA

## for the Meeting of the Audit and Corporate Governance Committee

**To: Councillor ACR Chappell (Chairman)  
Councillor B Hunt (Vice-Chairman)**

**Councillors MJ Fishley, JHR Goodwin, R Mills, RH Smith and AM Toon**

**In Attendance: Councillor H Bramer, Cabinet Member (Resources), and T Tobin, Audit Commission.**

	Pages
<p><b>1. APOLOGIES FOR ABSENCE</b></p>	
<p><b>2. NAMED SUBSTITUTES(IF ANY)</b></p>	
<p><b>3. DECLARATIONS OF INTEREST</b></p> <p>To receive any declarations of interest by Members in respect of items on the Agenda.</p> <p><b>GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS</b></p> <p>The Council’s Members’ Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.</p> <p>A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.</p> <p>Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor’s interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is and leave the meeting room.</p>	1 - 8
<p><b>4. MINUTES</b></p> <p>To approve and sign the Minutes of the meeting held on 29th February 2008.</p>	9 - 40
<p><b>5. DATA QUALITY REPORT</b></p>	

- To approve the response to the data quality report from the Audit Commission.
- 6. AUDIT STRATEGY 2008/09** 41 - 54
- To present the 2008/09 Audit Strategy for approval by the Audit and Corporate Governance Committee.
- 7. AUDIT COMMISSION REPORTS** 55 - 56
- To present to members of the Audit and Corporate Governance Committee a suggested framework to manage the process of receipt and action follow-up on all Audit Commission reports received by the Council.
- 8. AUDIT PLAN 2008/09** 57 - 64
- To report to the Audit and Corporate Governance Committee on the process used to develop the Annual Plan for 2008/09.
- 9. UPDATED INTERIM ASSURANCE REPORT 2007/08 NO.6** 65 - 76
- To provide the Audit and Corporate Governance Committee with an updated interim Assurance Report for 2007/08 that:
- a) Provides an update on progress with the significant internal control issues identified in the Assurance Report for 2006/07.
  - b) Identifies the significant internal control issues identified to date in 2007/08.

#### **EXCLUSION OF PUBLIC AND PRESS**

**In the opinion of the Proper Officer, the next items will not be, or are likely not to be, open to the public and press at the time they are considered.**

#### **RECOMMENDATION:**

**That the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Schedule 12(A) of the Act as indicated below.**

**10. OFFICER ICT EXPENSES**

To consider an oral report.

**This information relates to an individual and is likely to reveal the identity of an individual.**

**11. ICT CONTRACTOR EXPENSES**

To consider an oral report.

**This information relates to an individual, is likely to reveal the identity of an individual and to the financial or business affairs of an individual (including the authority holding that information).**