

# Audit and Corporate Governance Committee

Date: **Friday, 29th February, 2008**

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Time: **2.30 p.m.**

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Place: **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:*

*Heather Donaldson, Democratic Services  
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**E-mail [hdonaldson@herefordshire.gov.uk](mailto:hdonaldson@herefordshire.gov.uk)**

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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

### 1. APOLOGIES FOR ABSENCE

### 2. NAMED SUBSTITUTES(IF ANY)

To receive any details of Members nominated to attend the meeting in place of a Member of the Committee.

### 3. DECLARATIONS OF INTEREST

To receive any declarations of interest by Members in respect of items on the Agenda.

#### GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

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.

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.

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.

### 4. MINUTES

To approve and sign the Minutes of the meeting held on 25<sup>th</sup> January 2008.

### 5. USE OF RESOURCES REPORT 2008

To receive the Audit Commission's Use of Resources report 2008 to the

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	Committee (Appendix 1 to this report). The external auditor will present the report to the Committee.	
	To receive a progress report and action plan in respect of the improvement opportunities identified in the Use of Resources report 2008 from the Corporate Management Board (Appendix 2 to this report).	
<b>6.</b>	<b>ANNUAL AUDIT AND INSPECTION LETTER 2008</b>	47 - 82
	To receive the Audit Commission's Annual Audit and Inspection Letter 2008 (Appendix 1 to this report). The external auditor will present the report to the Committee.	
	To receive a response from the Chief Executive on each of the action points in paragraph 9 of the Annual Audit and Inspection letter (Appendix 2 to this report).	
<b>7.</b>	<b>FINANCIAL AND CONTRACTUAL PROCEDURAL RULES</b>	
	To review the Council's Financial and Contractual Procedural Rules ( <i>to follow</i> ).	
<b>8.</b>	<b>ANNUAL GOVERNANCE STATEMENT 2007/08 UPDATED REPORT</b>	83 - 106
	To present to the Audit and Corporate Governance Committee the updated assurance framework for comment before it is presented to Cabinet for comment and approval.	
<b>9.</b>	<b>UPDATED INTERIM ASSURANCE REPORT 2007/08 NO.5</b>	107 - 116
	To provide the Audit and Corporate Governance Committee with a 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.	
<b>10.</b>	<b>TRAINING FOR MEMBERS</b>	117 - 118
	To present to the Audit and Corporate Governance Committee suggested training topics for consideration and approval.	