

# A G E N D A

## Audit and Corporate Governance Committee

Date: **Friday, 20th June, 2008**

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Time: **2.00 p.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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**Herefordshire Council**



# AGENDA

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

To: Councillor ACR Chappell (Chairman)  
Councillor RH Smith (Vice-Chairman)

Councillors MJ Fishley, JHR Goodwin, B Hunt, R Mills and AM Toon

In Attendance: Councillor JA Hyde, Cabinet Member (Resources) and T Tobin,  
Audit Commission

### 1. APOLOGIES FOR ABSENCE

### 2. 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.

### 3. NAMED SUBSTITUTES(IF ANY)

### 4. MINUTES

To approve and sign the Minutes of the meeting held on 4th April 2008.

### 5. PRESENTATION BY SECTOR

Pages

1 - 6

	To receive a presentation by Mark Swallow from Sector on the Council's Investments and Investments Strategy.	
<b>6.</b>	<b>AUDIT SERVICES ASSURANCE REPORT 2007/08</b>	7 - 28
	To provide the Audit and Corporate Governance Committee with the Chief Internal Auditors final audit assurance report for 2007/08.	
<b>7.</b>	<b>ANNUAL GOVERNANCE STATEMENT 2007/08</b>	29 - 52
	To seek the Audit and Corporate Governance Committee's approval of the draft Annual Governance Statement for 2007/08.	
<b>8.</b>	<b>ANNUAL STATEMENT OF ACCOUNTS</b>	53 - 114
	To report to the Audit and Corporate Governance Committee on the 2007/08 Statement of Accounts.	
<b>9.</b>	<b>AUDIT AND INSPECTION PLAN - AUDIT 2008/09</b>	115 - 146
	To receive the Audit Commission's audit plan for 2008/09. The external auditor will present the report to the Committee.	
<b>10.</b>	<b>JOINT WORKING WITH INTERNAL AUDIT - AUDIT 2008/09</b>	147 - 156
	To receive the Audit Commission's protocol for joint working with the Audit Services team on the 2008/09 audit.	
<b>11.</b>	<b>SCHEME OF DELEGATION</b>	157 - 188
	To approve the Scheme of Delegation.	
<b>12.</b>	<b>REVIEW OF THE CODE OF CORPORATE GOVERNANCE</b>	
	To consider and agree the reviewed and revised Code of Corporate Governance for the Council following the issuing of the new governance framework and guidelines ( <i>to follow</i> ).	
<b>13.</b>	<b>JOINT INTERNAL AUDIT PLAN 2008/09</b>	189 - 202
	To seek the Audit and Corporate Governance Committee's comments on and approval of a draft joint internal audit plan for the Council and Primary Care Trust (PCT) for 2008/09.	