

AGENDA

Audit and Corporate Governance Committee

Date: **Friday 19 June 2009**

Time: **10.00 am**

Place: **The Council Chamber, Brockington, 35 Hafod Road,
Hereford**

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

For any further information please contact:

Paul Rogers, Democratic Services Officer

Tel: 01432 383408

Email: progers@herefordshire.gov.uk

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Agenda for the Meeting of the Audit and Corporate Governance Committee

Membership

**Councillor ACR Chappell
Councillor MJ Fishley
Councillor JHR Goodwin
Councillor PJ McCaull
Councillor R Mills
Councillor RH Smith
Councillor AM Toon**

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. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

AGENDA

	Pages
1. APOLOGIES FOR ABSENCE	
2. NAMED SUBSTITUTES(IF ANY)	
3. DECLARATIONS OF INTEREST	
To receive any declarations of interest by Members in respect of items on the Agenda.	
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4. MINUTES	1 - 8
To approve the Minutes of the meeting held on 20 March 2009.	
5. ANNUAL GOVERNANCE STATEMENT	9 - 30
To seek the Committee's approval of the draft Annual Governance Statement for 2008/09.	
6. STATEMENT OF ACCOUNTS	31 - 100
To report to the Committee on the 2008/09 Statement of Accounts.	
7. DATA QUALITY - ANNUAL REPORT	101 - 110
To report progress against the data quality action plan 2008 / 09 and the plan for the next 12 months.	
8. SECTION 106 PLANNING OBLIGATIONS	111 - 114
To outline to the Committee the Action Plan that the Planning Obligations Manager will undertake in the next six months in developing a monitoring	

	system for section 106 Agreements.	
9.	2008/09 AUDIT OPINION PLAN To present the external auditor's Audit Opinion Plan to the Audit and Corporate Governance Committee.	115 - 126
10.	REVIEW OF PROCUREMENT To report to the Committee on the Review of Procurement undertaken by the Audit Commission.	127 - 148
11.	AUDIT SERVICES ASSURANCE REPORT 2008/09 To provide the Committee with the Chief Internal Auditor's final audit assurance report for 2008/09.	149 - 174
12.	ANNUAL AUDIT FEE 2009/10 To inform the Committee of the work to be undertaken for 2009/10 financial year by the Audit Commission. The report also provides a total indicative fee.	175 - 180