

AGENDA

Audit and Governance Committee

Date: **Friday 29 January 2010**

Time: **10.00 am**

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

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

For any further information please contact:

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If you would like help to understand this document, or would like it in another format or language, please call Paul Rogers on 01432 383408 or e-mail progers@herefordshire.gov.uk in advance of the meeting.

Agenda for the Meeting of the Audit and Governance Committee

Membership

Chairman	Councillor ACR Chappell
Vice-Chairman	Councillor RH Smith
	Councillor MJ Fishley
	Councillor JHR Goodwin
	Councillor PJ McCaull
	Councillor R Mills
	Councillor AM Toon

Non Voting

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 To receive apologies for absence.	
2.	NAMED SUBSTITUTES (IF ANY) To receive details 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.	
4.	MINUTES To approve and sign the Minutes of the meeting held on 20 November 2009	5 - 12
5.	ANNUAL AUDIT AND INSPECTION LETTER 2009 To note the Audit Commission's Annual Audit and Inspection Letter for 2009 and approve the response to each of the four action points raised.	13 - 38
6.	USE OF RESOURCES 2009 To report to the Audit and Governance Committee on the Use of Resources 2009 and identify the improvement opportunities and next steps.	39 - 66
7.	INTERNATIONAL FINANCIAL REPORTING STANDARDS To report to the Audit and Corporate Governance Committee on the progress for implementing International Financial Reporting Standards.	67 - 78
8.	TENDERING OF THE CONTRACT TO BUILD THE NEW HEREFORD LIVESTOCK MARKET To inform the Audit and Governance Committee of the process used during the procurement of the contract to construct the New Livestock Market.	79 - 88
9.	REVIEW OF PROCEDURES AND PROCUREMENT WITHIN PROPERTY SERVICES To report to the Audit and Governance Committee the review of procedures and procurement within Property Services	89 - 92
10.	AUDIT AND GOVERNANCE CODE To present to members of the Audit and Governance Committee the Audit and Governance Code previously approved by Council on 13 th November 2009.	93 - 102
11.	RISK MANAGEMENT To update the Committee on the current Risk Management process and the way the risk register is used.	103 - 154

12. INTERIM AUDIT SERVICES ASSURANCE REPORT 2009/10 NO.2

155 - 178

To update Members on the work status and bring to their attention any key internal control issues.