

AGENDA

Audit and Governance Committee

Date: **Friday 12 March 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

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 29 January 2010.	5 - 10
5. AUDIT STRATEGY AND AUDIT CHARTER 2010 To present the 2010/11 Audit Strategy and Audit Charter for consideration and approval by the Audit and Governance Committee.	11 - 24
6. UPDATE ON PROCUREMENT PROCEDURES WITHIN ASSET MANAGEMENT AND PROPERTY SERVICES To update Audit and Governance Committee on procurement procedures within Asset Management and Property Services.	25 - 28
7. INTERIM AUDIT SERVICES ASSURANCE REPORT 2009/10 NO.3 The purpose of the Interim Assurance Report is to update members on the work status and bring to their attention any key internal control issues.	29 - 52
8. PROCESSING OF TRAVEL AND SUBSISTENCE CLAIMS To inform the Committee of actions in place to ensure that travel and subsistence claims are processed correctly.	53 - 56
9. ANTI- FRAUD AND ANTI- CORRUPTION POLICY 2010 To present to the Audit and Governance Committee the updated Anti-fraud and Anti-corruption Policy for consideration and approval.	57 - 66
10. CREDITOR PAYMENT AUTHORISATION To report on progress in ensuring that the Council requirements for Creditor Payment Authorisations are being carried out in accordance with the Council's Constitution.	67 - 70