

AGENDA

Audit and Governance Committee

Date: **Tuesday 29 June 2010**

Time: **2.00 pm**

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 AW Johnson
	Councillor PJ McCaull
	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	5 - 8
To approve and sign the Minutes of the meeting held on 12 March 2010.	
5. AUDIT FEE LETTER 2010/11 AND AUDIT OPINION PLAN	9 - 30
To inform the Audit and Governance Committee of the work to be undertaken for 2010/11 financial year by the Audit Commission. The report also provides a total indicative fee.	
6. ANNUAL GOVERNANCE STATEMENT 2009/10	31 - 48
To seek the Audit and Governance Committee's approval of the draft Annual Governance Statement.	
7. AUDIT PLAN 2010/11	49 - 58
To present the 2010/11 Audit Plan to the Audit and Governance Committee.	
8. AUDIT SERVICES ASSURANCE REPORT 2009/10	59 - 86
To update Members on the status of various items of work and bring to Members' attention any key internal control issues.	
9. STATEMENT OF ACCOUNTS 2009/10	87 - 166
To report to the Audit and Governance Committee on the 2009/10 Statement of Accounts.	
10. RISK MANAGEMENT REVIEW	167 - 174
To present the Audit and Governance Committee with an update on the process the Council follows for risk management and the way the risk register is used and updated as a positive aid to management.	
11. CREDITOR PAYMENT AUTHORISATION	175 - 178
To report on progress to ensure the Council requirements for Creditor Payment Authorisations are being carried out in accordance with the Council's Constitution.	

12. WORK PROGRAMME 2010/1

To consider the work programme of Audit and Governance Committee.

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