

# AGENDA

## Audit and Governance Committee

Date: **Friday 27 January 2012**

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Time: **10.00 am**

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Place: **The 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:

**Pete Martens, Committee Manager**

Tel: 01432 260248

Email: [pmartens@herefordshire.gov.uk](mailto:pmartens@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format, please call Pete Martens, Committee Manager on 01432 260248 or e-mail [pmartens@herefordshire.gov.uk](mailto:pmartens@herefordshire.gov.uk) in advance of the meeting.

# Agenda for the Meeting of the Audit and Governance Committee

## Membership

**Chairman**  
**Vice-Chairman**

**Councillor J Stone**  
**Councillor JW Millar**

**Councillor CNH Attwood**  
**Councillor EMK Chave**  
**Councillor PGH Cutter**  
**Councillor KS Guthrie**  
**Councillor AJ Hempton-Smith**  
**Councillor TM James**  
**Councillor Brig P Jones CBE**  
**Councillor PJ McCaull**

## GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

### What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

### What do I need to do if I have a personal interest?

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

### What is a prejudicial interest?

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

### What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.

## AGENDA

	<b>Pages</b>
<b>1. APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>2. NAMED SUBSTITUTES (IF ANY)</b> To receive details any details of Members nominated to attend the meeting in place of a Member of the Committee.	
<b>3. DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the Agenda.	
<b>4. MINUTES</b> To approve and sign the Minutes of the meeting held on 10th November 2011.	1 - 4
<b>5. THE CONSTITUTION - NEW GOVERNANCE ARRANGEMENTS</b> To note and welcome the new membership of the Committee; and to consider the arrangements that need to be put in place to recommend any future changes that are necessary to the Constitution.	5 - 14
<b>6. INTERNAL AUDIT PROGRESS 2011/12</b> To note the progress of internal audit work and any key internal control issues arising from work recently completed.	15 - 22
<b>7. DATE OF NEXT MEETING</b> 9th March 2012 at 10:00 am.	