

AGENDA

Audit and Governance Committee

Date: **Tuesday 28 June 2011**

Time: **2.00 pm**

Place: **Council Chamber - Brockington**

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 Sally Cole, Committee Manager Executive on 01432 260249 or e-mail scole@herefordshire.gov.uk in advance of the meeting.

Agenda for the Meeting of the Audit and Governance Committee

Membership

Chairman	Councillor J Stone
Vice-Chairman	
	Councillor CNH Attwood
	Councillor EMK Chave
	Councillor KS Guthrie
	Councillor Brig P Jones CBE
	Councillor PJ McCaull
	Councillor JW Millar

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 18th March 2011.	1 - 2
5. ANNUAL AUDIT FEE LETTER AND AUDIT WORK 2011/12 To inform the Audit and Governance Committee of the work to be undertaken for 2011/12 financial year by the Audit Commission. The report also includes the proposed indicative fee.	3 - 30
6. AUDIT UPDATE 2011/12 The purpose of this Internal Audit Report is to update members on the current status of internal audit provision and bring to their attention any key internal control issues arising from work recently completed.	31 - 34
7. STATEMENT OF ACCOUNTS To report to the Audit and Governance Committee on the 2010/11 Statement of Accounts.	35 - 142