

# AGENDA

## Audit and Governance Committee

Date: **Tuesday 23 August 2011**

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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**

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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 or language, please call Pete Martens, Committee Manager on 01432 260249 or e-mail [scole@herefordshire.gov.uk](mailto:scole@herefordshire.gov.uk) in advance of the meeting.

# Agenda for the Meeting of the Audit and Governance Committee

## Membership

<b>Chairman</b>	<b>Councillor J Stone</b>
	<b>Councillor CNH Attwood</b>
	<b>Councillor EMK Chave</b>
	<b>Councillor KS Guthrie</b>
	<b>Councillor Brig P Jones CBE</b>
	<b>Councillor PJ McCaul</b>
	<b>Councillor JW Millar</b>

## 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 23 June, 2011.	1 - 4
<b>5. APPOINTMENT OF VICE-CHAIRMAN</b> To appoint a Vice-Chairman for the ensuing year.	
<b>6. TERMS OF REFERENCE</b> To consider the terms of reference of the Audit and Governance Committee.	5 - 14
<b>7. WORK PROGRAMME 2011/12</b> To consider a draft forward work programme.	15 - 24
<b>8. ANNUAL INTERNAL AUDIT PLAN - 2011/12</b> To consider the Annual Internal Audit Plan - 2011/12.	25 - 44
<b>9. ANNUAL GOVERNANCE STATEMENT</b> To consider the Annual Governance Statement for 2010/11.	45 - 60
<b>10. MONITORING OFFICER REPORT 2010-11</b> To inform the Committee about the matters within the responsibility of the Monitoring Officer and the Council's performance for 2010-11 with regard to the complaints to the Ombudsman and the standards framework.	61 - 72
<b>11. DATE OF NEXT MEETING</b> Thursday 29 September at 2:00pm	