

AGENDA

Audit and Governance Committee

Date: **Friday 6 July 2012**

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 Sally Cole, Governance Services 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
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

| | Pages |
|--|--------------|
| 1. APOLOGIES FOR ABSENCE | |
| To receive apologies for absence. | |
| 2. NAMED SUBSTITUTES (IF ANY) | |
| To receive 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 | 1 - 6 |
| To approve and sign the Minutes of the meeting held on 11 May 2012. | |
| 5. DRAFT ANNUAL GOVERNANCE STATEMENT | 7 - 26 |
| The purpose of this report is to seek approval of the Annual Governance Statement for 2011/12. | |
| 6. ANNUAL INTERNAL AUDIT PLAN | 27 - 50 |
| The purpose of this report is to seek approval of the Annual Internal Audit Plan 2012/13. | |
| 7. WORK PROGRAMME 2012/13 | 51 - 78 |
| The purpose of this report is to provide Members with a draft forward work programme to enable them to discharge their responsibilities as the Audit and Governance Committee. | |
| 8. ANNUAL AUDIT FEE LETTER AND AUDIT WORK 2011/12 | 79 - 102 |
| To inform the Committee of the work to be undertaken over coming months for 2011/12 financial year by the Audit Commission. The report also includes the proposed indicative fee. | |
| 9. AUDIT AND GOVERNANCE COMMITTEE UPDATE FROM THE AUDIT COMMISSION | 103 - 118 |
| To provide an update on the progress of the Audit Commission delivering their responsibilities as the council's external auditors. It also updates the Committee on the externalisation of the audit practice. | |