

AGENDA

Audit and Governance Committee

Date: **Monday 12 November 2012**

Time: **2.00 pm**

Place: **Assembly Hall, Shire Hall, Hereford**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

Heather Donaldson, Governance Services

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If you would like help to understand this document, or would like it in another format or language, please call Heather Donaldson, Governance Services on 01432 261829 or e-mail hdonaldson@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

AGENDA

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| 1. | <p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p> | |
| 2. | <p>NAMED SUBSTITUTES (IF ANY)</p> <p>To receive details any details of Members nominated to attend the meeting in place of a Member of the Committee.</p> | |
| 3. | <p>DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by Members in respect of items on the agenda.</p> | |
| 4. | <p>MINUTES</p> <p>To approve and sign the minutes of the meeting held on 21 September 2012.</p> | 1 - 10 |
| 5. | <p>ANNUAL ACCOUNTS ACTION PLAN</p> <p>To note the Audit Commission's Annual Audit Letter for 2011/12 and approve the action plan for closure of the 2012/13 accounts.</p> <p>Wards: County-wide</p> | 11 - 26 |
| 6. | <p>WORK PROGRAMME 2012/13</p> <p>To consider the proposed forward work programme, which will enable the Audit and Governance Committee to discharge its responsibilities.</p> <p>Wards: County-wide</p> | 27 - 36 |
| 7. | <p>INTERNAL AUDIT PROGRESS REPORT</p> <p>To receive an update on the progress made with internal audit work, and to consider any key internal control issues arising from work recently completed.</p> <p>Wards: County-wide</p> | 37 - 46 |
| 8. | <p>HEALTH AND SAFETY</p> <p>To consider how Health and Safety is currently managed within Herefordshire Council, what recent improvements have been made to the delivery of Health and Safety in response to the KPMG audit, what further improvements are required, and how these might be achieved.</p> <p>Wards: None affected</p> | 47 - 54 |
| 9. | <p>THE MONITORING OFFICER'S ANNUAL REPORT</p> <p>To inform the Committee about the matters within the responsibility of the Monitoring Officer, and the Council's performance for 2011-2012 with regard to the complaints under the standards framework.</p> <p>Wards: County-wide</p> | 55 - 60 |

10. REPORT OF THE STANDARDS PANEL: BREACH OF THE MEMBERS' CODE OF CONDUCT BY COUNCILLOR MAF HUBBARD

To consider the report of the Independent Chairman of the Standards Panel in respect of a breach of Herefordshire Council's Members' Code of Conduct, by Councillor MAF Hubbard.

Wards: County-wide

[Note: this report will be sent "to follow", because the Standards Panel met on 2 November 2012, and there was insufficient time to produce the report before this agenda went to print.]

11. DATE AND TIME OF NEXT MEETING

Wednesday 5 December 2012 at 10.00 a.m. in the Council Chamber at Brockington, 35 Hafod Road, Hereford, HR1 1SH.