

# AGENDA

## Audit and Governance Committee

Date: **Tuesday 19 February 2013**

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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:

**Ben Baugh, Governance Services**

Tel: 01432 261882

Email: [bbaugh@herefordshire.gov.uk](mailto:bbaugh@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 Ben Baugh, Governance Services on 01432 261882 or e-mail [bbaugh@herefordshire.gov.uk](mailto:bbaugh@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 JW Millar**

**Councillor CNH Attwood**

**Councillor EMK Chave**

**Councillor PGH Cutter**

**Councillor AJ Hempton-Smith**

**Councillor TM James**

**Councillor Brig P Jones CBE**

**Councillor PJ McCaull**

[Note: At the time of publication,  
there is one vacancy on the  
Committee]

## AGENDA

		Pages
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence.</p>	
2.	<p><b>NAMED SUBSTITUTES (IF ANY)</b></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><b>DECLARATIONS OF INTEREST</b></p> <p>To receive any declarations of interest by members in respect of items on the agenda.</p>	
4.	<p><b>MINUTES</b></p> <p>To approve and sign the minutes of the meeting held on 5 December 2012.</p>	1 - 6
5.	<p><b>ANNUAL AUDIT FEE LETTER</b></p> <p>To inform the Audit and Governance Committee of the work to be undertaken by Grant Thornton over coming months for 2012/13 financial year. The report also includes the proposed indicative fee.</p>	7 - 14
6.	<p><b>COMMUNICATION WITH THE AUDIT AND GOVERNANCE COMMITTEE</b></p> <p>The report covers the process to ensure there is effective two way communication between the Audit and Governance Committee and the external auditor, namely Grant Thornton.</p>	15 - 34
7.	<p><b>INTERNAL AUDIT PROGRESS 2012/13</b></p> <p>To update members on the progress of internal audit work and to bring to their attention any key internal control issues arising from work recently completed.</p>	35 - 46
8.	<p><b>POWERS AND RESPONSIBILITIES IN RELATION TO STANDARDS COMPLAINTS</b></p> <p>To note the powers and responsibilities of the Audit and Governance Committee, and of other bodies in relation to Standards complaints against Councillors, and to consider best practice within the Council's adopted process.</p>	47 - 62
9.	<p><b>DISPENSATIONS</b></p> <p>To note the grant of dispensations to all Members of the Council to allow them to take part in meetings of the Council which will consider the Budget for 2013/14 and set Council Tax for the same period.</p>	63 - 68
10.	<p><b>DATE OF NEXT MEETING</b></p> <p>The next scheduled meeting is Friday 15 March 2013.</p> <p>A meeting is scheduled for Friday 6 September 2013. However, to ensure sufficient preparation time for the accounts, it is recommended that this meeting be moved to Friday 13 September 2013.</p>	