

AGENDA

Audit and Governance Committee

Date: **Friday 5 July 2013**

Time: **10.00 am**

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 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

Councillor J Stone

Vice-Chairman

Councillor P Rone

Councillor CNH Attwood

Councillor EMK Chave

Councillor PGH Cutter

Councillor AJ Hempton-Smith

Councillor TM James

Councillor Brig P Jones CBE

Councillor PJ McCaull

Councillor NP Nenadich

AGENDA

		Pages
1.	APOLOGIES FOR ABSENCE To receive apologies for absence.	5 - 8
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 13 May 2013.	9 - 18
5.	ANNUAL ASSURANCE REPORT 2012/13 To consider a summary provided for Herefordshire Council, of the internal audit work undertaken in 2012/13, and the overall internal audit opinion based on this work.	19 - 42
6.	INTERNAL AUDIT PROGRESS REPORT 2012/13 To receive an update on the progress of internal audit work and to bring to the Committee's attention any key internal control issues arising from work recently completed.	43 - 52
7.	INTERNAL AUDIT 2012-13 DATA PROTECTION 1998 - FORMAL WRITTEN RESPONSE <ul style="list-style-type: none"> • To update Audit and Governance Committee Members formally, on the actions and improvement undertaken, and those proposed to be undertaken, by the Knowledge and Information Service in response to the KPMG internal audit report dated 26th April 2013. • To update the Committee formally on the initial findings of the Information Commissioner's Office consensual data protection audit 30th April – 2nd May 2013. 	53 - 58
8.	DRAFT ANNUAL GOVERNANCE STATEMENT 2012/13 To approve the draft Annual Governance Statement for 2012/2013.	59 - 78
9.	APPOINTMENT OF INDEPENDENT PERSONS TO THE COUNCIL'S STANDARDS PANEL To note the recommendation to appoint two independent persons to the standards panel.	79 - 82