

# AGENDA

## Audit and Governance Committee

Date: **Tuesday 21 March 2017**

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Time: **2.00 pm**

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Place: **Council Chamber, Shire Hall, St. Peter's Square,  
Hereford, HR1 2HX**

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

For any further information please contact:

**Caroline Marshall**

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If you would like help to understand this document, or would like it in another format, please call Caroline Marshall on 01432 260249 or e-mail [caroline.marshall3@herefordshire.gov.uk](mailto:caroline.marshall3@herefordshire.gov.uk) in advance of the meeting.

# **Agenda for the meeting of the Audit and Governance Committee**

## **Membership**

<b>Chairman</b>	<b>Councillor PD Newman OBE</b>
<b>Vice-Chairman</b>	<b>Councillor FM Norman</b>
	<b>Councillor ACR Chappell</b>
	<b>Councillor EPJ Harvey</b>
	<b>Councillor JF Johnson</b>
	<b>Councillor RL Mayo</b>
	<b>Councillor RJ Phillips</b>
	<b>Councillor J Stone</b>
	<b>Councillor LC Tawn</b>

## AGENDA

		Pages
<b>PUBLIC INFORMATION AND FIRE INFO</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 January 2017.	7 - 10
<b>5. EXTERNAL AUDIT PLAN AND PROGRESS UPDATE</b>	To approve the external audit plan for 2016/17, having regard to the audit risk assessment for 2016/17, and receive a report from the external auditors on progress.	11 - 74
<b>6. INTERNAL AUDIT CHARTER</b>	To approve the internal audit charter for the period 1 April 2017 to 31 March 2018.	75 - 82
<b>7. INTERNAL AUDIT PLAN 2017/18</b>	To seek the committee's approval of the internal audit plan for the period 1 April 2017 to 31 March 2018.	83 - 96
<b>8. PROGRESS REPORT ON 2016/17 INTERNAL AUDIT PLAN</b>	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.	97 - 122
<b>9. WORKING GROUP UPDATES</b>	To advise the committee on the progress of the standards working group and governance improvement working group.	123 - 126
<b>10. FUTURE WORK PROGRAMME FOR 2017/18</b>	To provide an update on the Committee's work programme for 2017/18.	127 - 132