

# AGENDA

## Audit and Governance Committee

Date: **Wednesday 10 May 2017**

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Time: **2.00 pm**

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Place: **Committee Room 1, 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.</b>	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>2.</b>	<b>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.</b>	<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the agenda.	
<b>4.</b>	<b>MINUTES</b> To approve and sign the Minutes of the meeting held on 21 March 2017.	7 - 10
<b>5.</b>	<b>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.	11 - 48
<b>6.</b>	<b>TRACKING OF INTERNAL AUDIT RECOMMENDATIONS</b> To review progress in implementation of audit recommendations.	49 - 58
<b>7.</b>	<b>CORPORATE RISK REGISTER</b> To consider the quarterly status of the council's corporate risk register in order to monitor the effectiveness of the performance, risk and opportunity management framework.	59 - 66
<b>8.</b>	<b>2017/18 EXTERNAL AUDIT PLAN AND FEE</b> To approve the 2017/18 external audit work and fee.	67 - 74
<b>9.</b>	<b>HOUSING BENEFIT GRANT CERTIFICATION</b> To review the external auditors certification letter in relation to the housing benefit subsidy claim for 2015/16 as submitted by Herefordshire Council.	75 - 82
<b>10.</b>	<b>ANNUAL GOVERNANCE STATEMENT</b> To approve the draft annual governance statement for 2016/17 prior to publication with the draft accounts.	83 - 106
<b>11.</b>	<b>CONTRACT PROCEDURE RULES</b> To approve the revisions to contract procedure rules (CPRs) which will allow the council to adopt a more mature attitude to managing commercial risk and simplify the procurement process, particularly below the EU value thresholds. Thus allowing better engagement with small and medium enterprises (SMEs) and local businesses, whilst still maintaining a robust governance framework to ensure council monies are spent in a legally compliant, ethical,	107 - 174

	responsible, and fully auditable manner.	
<b>12.</b>	<b>FINANCIAL PROCEDURE RULES</b>	175 - 206
	To refresh the financial procedure rules within the council's constitution.	
<b>13.</b>	<b>COUNCIL CONSTITUTION</b>	207 - 248
	To consider amendments to the council's constitution proposed by the governance improvement working group and the standards working group, and to agree recommendations to Council.	
<b>14.</b>	<b>WORK PROGRAMME</b>	249 - 254
	To note the current work programme of the committee.	