

Agenda

Audit and governance committee

Date: **Wednesday 21 March 2018**

Time: **2.00 pm**

Place: **Committee Room 1, Shire Hall, St. Peter's Square,
Hereford, HR1 2HX**

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, please call Caroline Marshall on 01432 260249 or e-mail caroline.marshall3@herefordshire.gov.uk in advance of the meeting.

Agenda for the meeting of the Audit and governance committee

Membership

Chairman **Councillor PD Newman OBE**
Vice-Chairman **Councillor ACR Chappell**

Councillor CR Butler
Councillor EPJ Harvey
Councillor RJ Phillips
Councillor AJW Powers
Councillor J Stone

Agenda

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THE PUBLIC RIGHTS TO INFORMATION AND ATTENDANCE AT MEETINGS		
1. APOLOGIES FOR ABSENCE	To receive apologies for absence.	
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 24 January 2018.	9 - 16
5. QUESTIONS FROM MEMBERS OF THE PUBLIC	To receive questions from members of the public. <i>Deadline for receipt of questions is 5.00 pm on 16 March 2018 (2 clear working days from date of meeting).</i> <i>Accepted questions will be published as a supplement prior to the meeting.</i> <i>Please submit questions to:</i> councillorservices@herefordshire.gov.uk	
6. QUESTIONS FROM COUNCILLORS	To receive any questions from councillors. <i>Deadline for receipt of questions is 5.00 pm on 16 March 2018 (2 clear working days from date of meeting).</i> <i>Accepted questions will be published as a supplement prior to the meeting.</i> <i>Please submit questions to:</i> councillorservices@herefordshire.gov.uk	
7. CAPITAL PROJECT MANAGEMENT AND CONTROL INTERNAL AUDIT PROGRESS UPDATE	To update the committee on progress in implementing the recommendations raised in the Internal Auditor's audit findings report regarding project management of the joint customer services hub (Blueschool House) capital project presented in September 2017.	17 - 24
8. UPDATE FROM EXTERNAL AUDITOR	To provide the committee with a progress update of the work being undertaken by the external auditor, Grant Thornton.	25 - 74

9. INTERNAL AUDIT CHARTER	75 - 88
To approve the internal audit charter for the period 1 April 2018 to 31 March 2019.	
10. INTERNAL AUDIT PLAN 2018/19	89 - 102
To ensure the council complies with recommended best practice as set out in the public sector internal audit standards (PSIAS).	
11. PROGRESS REPORT ON 2017/18 INTERNAL AUDIT PLAN	103 - 134
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.	
12. CORPORATE RISK REGISTER	135 - 146
To consider the status of the council's corporate risk register in order to monitor the effectiveness of the performance, risk and opportunity management framework.	
13. CONSTITUTION REVIEW WORKING UPDATE PROGRESS UPDATE	147 - 150
To update the committee on the progress of the constitution review working group. To provide assurance on the progress being made is sufficient to meet the timescales and objectives set.	
14. FUTURE WORK PROGRAMME FOR 2018/19	151 - 158
To provide an update on the Committee's work programme for 2018/19.	
15. MEETING DATES FOR 2018/19	
All meetings start at 2.00 pm	
8 May 2018	
30 July 2018	
19 September 2018	
28 November 2018	
23 January 2019	
19 March 2019	