

Agenda

Audit and governance committee

Date: **Wednesday 23 January 2019**

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:

Caroline Marshall

Tel: 01432 260249

Email: caroline.marshall3@herefordshire.gov.uk

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

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

Councillor CR Butler
Councillor EE Chowns
Councillor EPJ Harvey
Councillor RJ Phillips
Councillor J Stone

Agenda

		Pages
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 declarations of interests in respect of Schedule 1, Schedule 2 or Other Interests from members of the committee in respect of items on the agenda.	
4.	MINUTES To approve and sign the minutes of the meeting held on 28 November 2018.	9 - 20
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 17 January 2019 (3 clear working days from date of meeting).</i> <i>Accepted questions and answers will be published as a supplement prior to the meeting.</i>	
6.	QUESTIONS FROM COUNCILLORS To receive any questions from councillors. <i>Deadline for receipt of questions is 5.00 pm on 17 January 2019 (3 clear working days from date of meeting).</i> <i>Accepted questions and answers will be published as a supplement prior to the meeting.</i>	
7.	PROGRESS REPORT ON 2018/19 INTERNAL AUDIT PLAN To review the progress of internal audit work and any key internal control issues arising from work recently completed.	21 - 46
8.	TRACKING OF AUDIT RECOMMENDATIONS To review progress of the implementation of audit recommendations.	47 - 64
9.	CORPORATE RISK REGISTER 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.	65 - 82
10.	EXTERNAL AUDIT ANNUAL CERTIFICATION LETTER To review the external auditors certification letter in relation to the housing	83 - 88

	benefit subsidy claim for 2017/18 as submitted by Herefordshire Council.	
11.	EXTERNAL AUDITORS ANNUAL PLAN To review and agree the external auditor's audit plan for 2018/19.	89 - 110
12.	ANNUAL GOVERNANCE STATEMENT: ACTION PLAN To report progress made towards implementing the agreed action plan in response to issues identified in the 2017/18 annual governance statement in order that the committee may gain assurance that risks are being appropriately mitigated.	111 - 120
13.	RECRUITMENT OF INDEPENDENT PERSONS To recommend to Council on 15 February 2019 the appointment of additional independent persons for standards.	121 - 130
14.	STANDARDS APPEALS PANEL WORKING GROUP UPDATE To endorse the amendments the monitoring officer proposes to make to the appeals and appeals panel processes and the Arrangements for Dealing with Complaints About the Code of Conduct for Members having regard to the recommendations of the standards appeals panel working group.	131 - 150
15.	WORK PROGRAMME UPDATE To provide an update on the work programme for the committee for 2018/19.	151 - 154