

# Agenda

## Audit and governance committee

Date: **Tuesday 19 March 2019**

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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**

**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
<b>THE PUBLIC RIGHTS TO INFORMATION AND ATTENDANCE AT MEETINGS</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 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.	
<b>4. MINUTES</b>	9 - 16
To approve and sign the minutes of the meeting held on 23 January 2019.	
<b>QUESTIONS DURING THE 'PURDAH' PERIOD</b>	
In the run up to the local government elections on 2 May 2019, known as the “purdah” period, questions may be rejected if they affect support for a political party or candidate, or if the response could not be given without breaching the guidance on publicity during this sensitive period.	
Guidance is available on the Herefordshire Council website at <a href="https://www.herefordshire.gov.uk/download/downloads/id/16017/pre-election_guidance_purdah_2018.pdf">https://www.herefordshire.gov.uk/download/downloads/id/16017/pre-election_guidance_purdah_2018.pdf</a>	
<b>5. QUESTIONS FROM MEMBERS OF THE PUBLIC</b>	
To receive questions from members of the public.	
<i>Deadline for receipt of questions is 5.00 pm on 13 March 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>	
<b>6. QUESTIONS FROM COUNCILLORS</b>	
To receive any questions from councillors.	
<i>Deadline for receipt of questions is 5.00 pm on 13 March 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>	
<b>7. EXTERNAL AUDIT PROGRESS REPORT</b>	17 - 44
To provide the committee with a progress update of the work being undertaken by the external auditor, Grant Thornton.	

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| <b>8. CERTIFICATE OF COMPLETION OF AUDIT</b>   | 45 - 48   |
| <p>To update the committee on progress of the issue of the certificate of closure of the 2016/17 audit by the council's external auditors, Grant Thornton.</p>   |           |
| <b>9. PROGRESS REPORT ON 2018/19 INTERNAL AUDIT PLAN</b>   | 49 - 74   |
| <p>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.</p>  |           |
| <b>10. INTERNAL AUDIT PLAN 2019-20</b>   | 75 - 90   |
| <p>To be assured that the level and range of activity within the proposed annual internal audit plan is sufficient to provide assurance over the council's corporate governance arrangements;</p> <p>To ensure the council complies with recommended best practice as set out in the PSIAS; and</p> <p>To approve the internal audit charter for the period 1 April 2019 to 31 March 2020.</p> |           |
| <b>11. ANNUAL GOVERNANCE STATEMENT 2018/19</b>   | 91 - 138  |
| <p>To seek the views of the committee as to whether the draft annual governance statement 2018/19 properly reflects the risk environment the council is operating in and the appropriateness of any actions required to improve it.</p>  |           |
| <b>12. WORK PROGRAMME UPDATE</b>   | 139 - 144 |
| <p>To provide an update on the work programme for the committee for 2019/20.</p>   |           |
| <b>13. PROVISIONAL MEETING DATES FOR 2019/20</b>   |           |
| <p>All meetings start at 2.00 pm:</p> <p>30 July 2019<br/>24 September 2019<br/>26 November 2019<br/>28 January 2020<br/>17 March 2020<br/>5 May 2020</p>  |           |