

# Agenda

## Audit and governance committee

Date: **Tuesday 28 January 2020**

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Time: **10.30 am**

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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:

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If you would like help to understand this document, or would like it in another format, please call Caroline Marshall, democratic services officer 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 Nigel Shaw**  
**Vice-Chairperson**   **Councillor Christy Bolderson**

**Councillor Dave Boulter**  
**Councillor Peter Jinman**  
**Councillor Bob Matthews**  
**Councillor Diana Toynbee**  
**Councillor Yolande Watson**

## 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> To approve and sign the minutes of the meeting held on 19 November 2019.	9 - 16
<b>5. QUESTIONS FROM MEMBERS OF THE PUBLIC</b> To receive questions from members of the public.  Deadline for receipt of questions is 5.00 pm on 22 January 2020 (3 clear working days from date of meeting).  Accepted questions and answers will be published as a supplement prior to the meeting.	
<b>6. QUESTIONS FROM COUNCILLORS</b> To receive any questions from councillors.  Deadline for receipt of questions is 5.00 pm on 22 January 2020 (3 clear working days from date of meeting).  Accepted questions and answers will be published as a supplement prior to the meeting.	
<b>7. EXTERNAL AUDIT PROGRESS REPORT</b> To review the external auditors progress report and sector update. External audit have issued an unqualified certificate on the council's annual housing benefit subsidy claim of £41m. External audit have also certified the council's annual teachers' pensions return in accordance with procedures agreed with teachers' pensions.	17 - 36
<b>8. 2019/20 EXTERNAL AUDIT PLAN</b> To review and agree the external auditor's audit plan for 2019/20.	37 - 62
<b>9. PROGRESS REPORT ON 2019/20 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. To enable the committee to monitor performance of the internal audit team against the approved plan.	63 - 88

<b>10. ANNUAL GOVERNANCE STATEMENT: ACTION PLAN</b>	89 - 100
To report progress made towards implementing the agreed action plan in response to issues identified in the 2019/20 annual governance statement in order that the committee may gain assurance that risks are being appropriately mitigated.	
<b>11. CORPORATE RISK REGISTER</b>	101 - 122
To consider the status of the council's corporate risk register in order to monitor the effectiveness of risk management within the Performance, Risk and Opportunity Management framework.	
<b>12. CONTRACT AND FINANCE PROCEDURE RULES</b>	123 - 216
To approve the updated financial procedure rules attached at appendix 1 and contract procedure rules at appendix 5. The rules were last updated and approved by the committee in November 2018.	
<b>13. NMITE PROGRESS REPORT</b>	217 - 220
To enable the committee to provide assurance on the adequacy with regards to the risk framework on the measures the council is taking as the accountable body for the new model in technology & engineering (NMiTE) and the milestone payments from the Department for Education (DfE).	
<b>14. PROCEDURE FOR DEALING WITH QUESTIONS AT SCRUTINY COMMITTEES AND CABINET</b>	221 - 230
To review the procedure in connection with questions to scrutiny committees and cabinet and, if necessary, make recommendations to Council to amend the Constitution.	
<b>15. WORK PROGRAMME UPDATE</b>	231 - 240
To provide an update on the work programme for the committee for 2019/20.	