

Agenda

Audit and governance committee

Date: **Tuesday 17 November 2020**

Time: **10.30 am**

Place: **Council Chamber, 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

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
THE PUBLIC RIGHTS TO INFORMATION AND ATTENDANCE AT MEETINGS		
NOLAN PRINCIPLES		
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 14 October 2020.	11 - 18
HOW TO SUBMIT QUESTIONS		
<i>Deadline for receipt of questions is 5.00 pm on 11 November 2020 (3 clear working days from date of meeting).</i>		
<i>Questions must be submitted to councillorservices@herefordshire.gov.uk. Questions sent to any other address may not be accepted.</i>		
<i>Accepted questions and the response to them will be published as a supplement to the agenda papers prior to the meeting. Further information and guidance is available at https://www.herefordshire.gov.uk/getinvolved</i>		
5. QUESTIONS FROM MEMBERS OF THE PUBLIC	To receive questions from members of the public.	
6. QUESTIONS FROM COUNCILLORS	To receive any questions from councillors.	
7. ANNUAL REVIEW OF THE COUNCIL'S INFORMATION ACCESS AND INFORMATION GOVERNANCE REQUIREMENTS	To inform the committee of performance in the areas of complaints, data incidents and requests for information made to the council over the municipal year 2019/20.	19 - 30
8. PROGRESS REPORT ON 2020/21 INTERNAL AUDIT PLAN		31 - 56
9. UPDATE ON INTERNAL AUDIT RECOMMENDATIONS	To review the progress of audit recommendations implementation.	57 - 72
10. CORPORATE RISK REGISTER	To consider the status of the council's corporate risk register in order to monitor the effectiveness of risk management within the Performance	73 - 98

Management Framework.

11. WORK PROGRAMME UPDATE

To provide an update on the work programme for the committee.

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