

# Agenda

## Audit and governance committee

Date: **Tuesday 26 January 2021**

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Time: **10.15 am**

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Place: **Online meeting only**

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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 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>THE NOLAN PRINCIPLES</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>	11 - 20
To approve and sign the minutes of the meeting held on 17 November 2020.	
<b>HOW TO SUBMIT QUESTIONS</b>	
<i>Deadline for receipt of questions is 5.00 pm on 20 January 2021 (3 clear working days from date of meeting).</i>	
<i>Questions must be submitted to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a>. 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 <a href="https://www.herefordshire.gov.uk/getinvolved">https://www.herefordshire.gov.uk/getinvolved</a></i>	
<b>5. QUESTIONS FROM MEMBERS OF THE PUBLIC</b>	
To receive questions from members of the public.	
<b>6. QUESTIONS FROM COUNCILLORS</b>	
To receive any questions from councillors.	
<b>7. EXTERNAL AUDIT PROGRESS REPORT</b>	21 - 56
To provide the committee with a progress update of the work being undertaken by the external auditor, Grant Thornton.	
<b>8. PROGRESS REPORT ON 2020/21 INTERNAL AUDIT PLAN</b>	57 - 86
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.	
<b>9. RE-THINKING GOVERNANCE WORKING GROUP - PROGRESS UPDATE</b>	87 - 102
To update the committee on the progress of the re-thinking governance working group.	

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| <b>10. ANTI FRAUD AND CORRUPTION ANNUAL REPORT</b>  | 103 - 128 |
| To consult with the committee on the proposed updated Counter Fraud and Corruption Strategy 2021-2024 and to give an annual report on the key risks within the council and how these are being addressed or managed.  |           |
| <b>11. UPDATE TO FINANCE AND CONTRACT PROCEDURE RULES</b>   | 129 - 230 |
| To approve the updates to the contract procedure rules, at appendix 2, the financial procedure rules, attached at appendix 4, and the financial procedure rules guidance notes attached at appendix 6. The rules were last updated and approved by the committee in January 2020. |           |
| <b>12. WORK PROGRAMME UPDATE</b>  | 231 - 234 |
| To provide an update on the work programme for the committee.   |           |