

Agenda

Audit and governance committee

Date: **Tuesday 25 January 2022**

Time: **10.15 am**

Place: **The Conference Room, Herefordshire Council Offices,
Plough Lane, Hereford, HR4 0LE**

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 Ben Baugh, Democratic services officer on 01432 261882 or e-mail ben.baugh2@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 Jenny Bartlett
Councillor Dave Boulter
Councillor Peter Jinman
Councillor Bob Matthews
Councillor Yolande Watson

Agenda

		Pages
1.	<p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
2.	<p>NAMED SUBSTITUTES (IF ANY)</p> <p>To receive details any details of members nominated to attend the meeting in place of a member of the committee.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>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.</p>	
4.	<p>MINUTES</p> <p>To approve and sign the minutes of the meeting held on 26 November 2021. The action log for the committee is also attached.</p> <p>HOW TO SUBMIT QUESTIONS</p> <p>The deadline for receipt of questions is 5.00 pm on Wednesday 19 January 2022.</p> <p>Questions must be submitted to councillorservices@herefordshire.gov.uk. Questions sent to any other address may not be accepted.</p> <p>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 www.herefordshire.gov.uk/getinvolved</p>	11 - 22
5.	<p>QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>To receive questions from members of the public.</p>	
6.	<p>QUESTIONS FROM COUNCILLORS</p> <p>To receive any questions from councillors.</p>	
7.	<p>EXTERNAL AUDIT PROGRESS UPDATE</p> <p>To provide the committee with a progress update of the work being undertaken by the external auditor, Grant Thornton.</p>	23 - 42
8.	<p>PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY</p> <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. To enable the committee to monitor performance of the internal audit team against the approved plan. To assure the committee that action is being taken on risk related issues identified by internal audit.</p>	43 - 72

9. ANTI-FRAUD AND CORRUPTION ANNUAL REPORT	73 - 80
To provide an annual update to the committee on counter fraud activity.	
10. ANNUAL GOVERNANCE STATEMENT 2020-21 ACTIONS	81 - 90
Based on the final version of the Annual Governance Statement agreed in September 2021 an action plan has been formed based on continuous improvement requirements. This report provides a half year review of the actions. The report also outlines future arrangements for producing the Annual Governance Statement.	
11. ANNUAL REPORT ON CODE OF CONDUCT	91 - 118
To enable the committee to be assured that high standards of conduct continue to be promoted and maintained. To provide an overview of how the arrangements for dealing with complaints are working together with views from the latest standards panel sampling review.	
12. RE-THINKING GOVERNANCE	119 - 376
To consider the suggested amendments to the council's constitution proposed by the re-thinking governance working group for recommendation to Council.	
13. WORK PROGRAMME UPDATE	377 - 380
To consider the work programme for the committee.	
14. DATE OF NEXT MEETING	
The next scheduled meeting: Tuesday 15 March 2022 at 10.15 am	