

# Agenda

## Audit and governance committee

Date: **Tuesday 15 March 2022**

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Time: **10.15 am**

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

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

**Ben Baugh, Democratic services officer**

Tel: 01432 261882

Email: [ben.baugh2@herefordshire.gov.uk](mailto:ben.baugh2@herefordshire.gov.uk)

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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](mailto: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><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence.</p>	
2.	<p><b>NAMED SUBSTITUTES (IF ANY)</b></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><b>DECLARATIONS OF INTEREST</b></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><b>MINUTES</b></p> <p>To approve and sign the minutes of the meeting held on Tuesday 25 January 2022. The action log for the committee is also attached.</p> <p><b>HOW TO SUBMIT QUESTIONS</b></p> <p>The deadline for receipt of questions is 5.00 pm on Wednesday 9 March 2022.</p> <p>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.</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 <a href="http://www.herefordshire.gov.uk/getinvolved">www.herefordshire.gov.uk/getinvolved</a></p>	11 - 26
5.	<p><b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b></p> <p>To receive questions from members of the public.</p>	
6.	<p><b>QUESTIONS FROM COUNCILLORS</b></p> <p>To receive any questions from councillors.</p>	
7.	<p><b>INTERNAL AUDIT 1ST QUARTER PLAN 2022-23 AND INTERNAL AUDIT CHARTER</b></p> <p>To be assured that the level and range of activity within the proposed 1st quarter internal audit plan is sufficient and to approve the internal audit charter for the period 1 April 2022 to 31 March 2023.</p>	27 - 44
8.	<p><b>ANNUAL GOVERNANCE STATEMENT - ACTION PLAN UPDATE FOR MARCH 2022</b></p> <p>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 review of the actions as of March 2022.</p>	45 - 54

**9. WORK PROGRAMME UPDATE**

To consider the work programme for the committee.

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**10. DATE OF NEXT MEETING**

The next scheduled meeting is Tuesday 3 May 2022 at 10.15 am.