

# Agenda

## Audit and Governance Committee

Date: **Monday 25 July 2022**

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Time: **11.00 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**

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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 Jenny Bartlett**

**Councillor Polly Andrews**  
**Councillor Christy Bolderson**  
**Councillor Dave Boulter**  
**Councillor Clare Davies**  
**Councillor Peter Jinman**

## 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 27 June 2022. The action log for the committee is also attached.</p> <p><b>HOW TO SUBMIT QUESTIONS</b></p> <p>Deadline for receipt of questions is 5.00 pm on Tuesday 19 July 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="https://www.herefordshire.gov.uk/getinvolved">https://www.herefordshire.gov.uk/getinvolved</a></p>	11 - 22
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>2021/22 DRAFT STATEMENT OF ACCOUNTS</b></p> <p>To ask the Audit and Governance Committee to note, and comment on as appropriate, the draft, unaudited, Statement of Accounts for 2021/22.</p>	23 - 152
8.	<p><b>UPDATE ON INTERNAL AUDIT RECOMMENDATIONS</b></p> <p>To review the progress of audit recommendations implementation.</p> <p>[Note: This report was deferred at the previous meeting. The report is the same but updates have been made to elements of Appendix A – Recommendations; changes are shown in a different font colour]</p>	153 - 198
9.	<p><b>INTERNAL AUDIT ANNUAL REPORT AND OPINION 2021/22</b></p> <p>The purpose of this report is to enable the committee to provide independent assurance on the adequacy of the risk management framework together with the internal control of the financial reporting and annual governance processes.</p>	199 - 224

<b>10. PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY</b>	225 - 254
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.	
<b>11. UPDATE TO FINANCE AND CONTRACT PROCEDURE RULES</b>	255 - 356
To review and approve the proposed updates to the Contract Procedure Rules, the Financial Procedure Rules and the Financial Procedure Rules Guidance Notes appended to this report.	
<b>12. WORK PROGRAMME</b>	357 - 360
To consider the committee's work programme.	
<b>13. DATE OF NEXT MEETING</b>	
<a href="#"><u>Monday 19 September 2022, 2.00 pm</u></a>	