

Agenda

Audit and Governance Committee

Date: **Tuesday 12 December 2023**

Time: **2.00 pm**

Place: **Conference Room 1, 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:

Jen Preece, Democratic Services Officer

Tel: 01432 261699

Email: jennypreece@herefordshire.gov.uk

If you would like help to understand this document, or would like it in another format, please call Jen Preece, Democratic Services Officer on 01432 261699 or e-mail jennypreece@herefordshire.gov.uk in advance of the meeting.

Agenda for the meeting of the Audit and Governance Committee

Membership

Chairperson **Councillor David Hitchiner**
Vice-chairperson **Councillor Aubrey Oliver**

Councillor Chris Bartrum
Councillor Frank Cornthwaite
Councillor Peter Hamblin
Councillor Robert Highfield
Councillor Mark Woodall

Agenda

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| <p>1. APOLOGIES FOR ABSENCE To receive apologies for absence.</p> | |
| <p>2. NAMED SUBSTITUTES (IF ANY) To receive details of any councillor nominated to attend the meeting in place of a member of the committee.</p> | |
| <p>3. DECLARATIONS OF INTEREST To receive declarations of interest in respect of items on the agenda.</p> | |
| <p>4. MINUTES To approve and sign the minutes of the meeting held on Tuesday 24 October 2023.</p> | 11 - 18 |
| <p style="text-align: center;">HOW TO SUBMIT QUESTIONS</p> <p>Deadline for receipt of questions is 9.30 am on Thursday 7 December 2023. 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> | |
| <p>5. QUESTIONS FROM MEMBERS OF THE PUBLIC To receive any questions from members of the public.</p> | |
| <p>6. QUESTIONS FROM COUNCILLORS To receive any questions from councillors.</p> | |
| <p>7. ANNUAL REVIEW OF THE COUNCILS INFORMATION REQUESTS AND COMPLAINTS 2022/23 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 2022/23.</p> | 19 - 26 |
| <p>8. UPDATE ON INTERNAL AUDIT RECOMMENDATIONS To review the progress of audit recommendations implementation.</p> | 27 - 72 |
| <p>9. ENERGY FROM WASTE LOAN UPDATE To update the committee on the current status of the energy from waste loan arrangement to enable the committee to fulfil its delegated functions.</p> | 73 - 84 |
| <p>10. AMENDMENTS TO THE CODE OF CONDUCT REPORTING PROCESS A report to propose an amendment to the functions of the Standards Panel,</p> | 85 - 94 |

which will streamline the joint functions of the Audit and Governance Committee and Standards Panel.

11. WORK PROGRAMME

To consider the work programme for the committee.

95 - 98

12. DATE OF NEXT MEETING

Tuesday, 30 January 2024.