

Agenda

Audit and Governance Committee

Date: **Tuesday 28 January 2025**

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:

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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 Mark Woodall

Councillor Chris Bartrum

Councillor Frank Cornthwaite

Councillor Peter Hamblin

Councillor Robert Highfield

Councillor Aubrey Oliver

Kerry Diamond

Independent Expert - Audit and Governance
Committee

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 of any councillor 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 interest in respect of items on the agenda.</p>	
4.	<p>MINUTES</p> <p>To approve and sign the minutes of the meeting held on 29 October 2024.</p>	11 - 16
<p>HOW TO SUBMIT QUESTIONS</p> <p>Deadline for receipt of questions is 5pm on Wednesday 22 January 2025.</p> <p>Questions must be submitted to councillorservices@herefordshire.gov.uk.</p> <p>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>		
5.	<p>QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>To receive any questions from members of the public.</p>	
6.	<p>QUESTIONS FROM COUNCILLORS</p> <p>To receive any questions from councillors.</p>	
7.	<p>CODE OF CONDUCT FOR COUNCILLORS UPDATE 2024/25</p> <p>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.</p>	17 - 42
8.	<p>UPDATE TO FINANCE AND CONTRACT PROCEDURE RULES</p> <p>To review and approve the proposed updates to the Contract Procedure Rules, the Financial Procedure Rules and the Financial Procedure Rules Guidance Notes. To ensure council financial and contract procedure rules are up-to-date following the introduction of the Procurement Act 2023 and Procurement Regulations 2024, which is new legislation due to come into effect on 24 February 2025 in order to ensure transparency about how public resources are used and controlled to mitigate the potential for fraud and ensure compliance with relevant legislation.</p>	43 - 120
9.	<p>ANNUAL GOVERNANCE STATEMENT PROGRESS UPDATE</p> <p>To provide an update on progress in respect of actions identified to deliver</p>	121 - 136

	continuous improvement in governance arrangements.	
	Note: Paper to follow; Appendix 1 Update on actions to improve governance arrangements	
10.	UPDATE TO RISK MANAGEMENT ARRANGEMENTS	137 - 140
	To provide an update on the council's approach to risk management arrangements.	
11.	ANTI-FRAUD, BRIBERY & CORRUPTION ANNUAL REPORT	141 - 158
	This report is to provide an overview on all counter fraud activity across the Council's services throughout the previous calendar year and represent an up-to-date account of the work undertaken, including progress and outcomes aligned with our strategy and core objectives.	
12.	INTERNAL AUDIT UPDATE REPORT QUARTER 3 2024/25	159 - 178
	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 assure the committee that action is being taken on risk related issues identified by internal audit. This is monitored through acceptance of agreed management actions and progress updates in implementing the action plans. In addition, occasions where audit actions not accepted by management are documented if it is considered that the course of action proposed by management presents a risk in terms of the effectiveness of or compliance with the council's control environment.	
13.	CHAIRPERSONS REMARKS - LOCAL AUDIT REFORM RESPONSE	
	To discuss the councils response to the Local Audit Reform Consultation.	
14.	WORK PROGRAMME	179 - 182
	To consider the work programme for the committee.	
15.	DATE OF NEXT MEETING	
	Tuesday, 28 March 2025. 2pm.	