

# Agenda

## Audit and Governance Committee

Date: **Tuesday 10 June 2025**

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Time: **2.00 pm**

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Place: **Conference Room 1, 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:

**Jen Preece, 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 Jen Preece, Democratic Services Officer on 01432 261699 or e-mail [jennypreece@herefordshire.gov.uk](mailto: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

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| <b>1. APOLOGIES FOR ABSENCE</b><br>To receive apologies for absence.  |         |
| <b>2. NAMED SUBSTITUTES (IF ANY)</b><br>To receive details of any councillor nominated to attend the meeting in place of a member of the committee.   |         |
| <b>3. DECLARATIONS OF INTEREST</b><br>To receive declarations of interest in respect of items on the agenda.  |         |
| <b>4. MINUTES</b><br>To approve and sign the minutes of the meeting held on Tuesday 25 March 2025.  | 11 - 16 |
| <b>HOW TO SUBMIT QUESTIONS</b><br>Deadline for receipt of questions is 5pm on Wednesday 4 June 2025.<br>Questions must be submitted to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a> .<br>Questions sent to any other address may not be accepted.<br>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> |         |
| <b>5. QUESTIONS FROM MEMBERS OF THE PUBLIC</b><br>To receive any questions from members of the public.  |         |
| <b>6. QUESTIONS FROM COUNCILLORS</b><br>To receive any questions from councillors.  |         |
| <b>7. DRAFT ANNUAL REPORT OF THE AUDIT AND GOVERNANCE COMMITTEE</b><br>To provide the committee with the draft annual report covering the work undertaken by the Committee, during the 2024/25 municipal year.  | 17 - 26 |
| <b>8. APPOINTMENT TO STANDARDS PANEL</b><br>To appoint to the membership of the Standards Panel.  | 27 - 30 |
| <b>9. EXEMPTIONS FROM CONTRACT PROCEDURE RULES – 1 APRIL 2024 TO 31 MARCH 2025</b><br>To provide an update on the number of exemptions (waivers) to Contract Procedure Rules (CPRs) which have been granted for the period 1 April 2024 to 31 March 2025 and provide a baseline for future monitoring.<br><br>To provide assurance to Audit & Governance Committee that Contracts are awarded in line with CPRs wherever possible, and exemptions are only  | 31 - 36 |

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| granted where there is a sound rationale for approval. |   |           |
| <b>10.</b>   | <b>DRAFT ANNUAL GOVERNANCE STATEMENT 2024/25</b><br>To seek the view of the committee as to whether the draft Annual Governance Statement (AGS) for 2024/25 properly reflects the internal control environment the council is operating in and the appropriateness of actions identified to improve governance arrangements.  | 37 - 56   |
| <b>11.</b>   | <b>2024/25 DRAFT STATEMENT OF ACCOUNTS</b><br>To note the draft, unaudited Statement of Accounts for 2024/25.   | 57 - 192  |
| <b>12.</b>   | <b>INTERNAL AUDIT ANNUAL REPORT AND OPINION 2024/25</b><br>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 by considering the head of internal audit's annual report and opinion, and the level of assurance it gives over the council's corporate governance arrangements. | 193 - 216 |
| <b>13.</b>   | <b>WORK PROGRAMME</b><br>To consider the work programme for the committee.  | 217 - 220 |
| <b>14.</b>   | <b>DATES OF FUTURE MEETINGS</b><br>To agree the dates of future meetings. The following dates are suggested:<br><br>Tuesday, 15 July 2025 2pm<br>Thursday, 25 September 2025 10am<br>Tuesday, 28 October 2025 2pm<br>Tuesday, 27 January 2026, 2pm<br>Tuesday, 24 March 2026, 2pm<br>Tuesday, 9 June 2026, 2pm  |           |