

Agenda

Audit and Governance Committee

Date: **Thursday 25 September 2025**

Time: **10.00 am**

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

Agenda

		Pages
1.	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2.	NAMED SUBSTITUTES (IF ANY) To receive details of any councillor nominated to attend the meeting in place of a member of the committee.	
3.	DECLARATIONS OF INTEREST To receive declarations of interest in respect of items on the agenda.	
4.	MINUTES To approve and sign the minutes of the meeting held on 15 July 2025.	11 - 16
HOW TO SUBMIT QUESTIONS		
Deadline for receipt of questions is 5pm on Friday 19 September 2025.		
Questions must be submitted to councillorservices@herefordshire.gov.uk .		
Questions sent to any other address may not be accepted.		
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		
5.	QUESTIONS FROM MEMBERS OF THE PUBLIC To receive any questions from members of the public.	
6.	QUESTIONS FROM COUNCILLORS To receive any questions from councillors.	
7.	ANNUAL REVIEW OF THE COUNCIL'S INFORMATION REQUESTS & COMPLAINTS 2024/25 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 2024/25.	17 - 74
8.	2024/25 EXTERNAL AUDIT FINDINGS REPORT To consider the external audit findings report for the year ended 31 March 2025. <i>NB: Papers to follow.</i>	To Follow
9.	ANNUAL GOVERNANCE STATEMENT 2024/25 To seek the view of the committee as to whether the 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.	To Follow

<i>N.B: Papers to follow.</i>	
10. 2024/25 STATEMENT OF ACCOUNTS	To Follow
To approve the 2024/25 Statement of Accounts and associated letter of representation from Grant Thornton, the external auditors.	
<i>N.B: Papers to follow.</i>	
11. EXTERNAL AUDITOR'S ANNUAL REPORT 2024/25	To Follow
To present to the Audit and Governance Committee the External Auditor's Annual Report 2024/25 for information and discussion.	
<i>N.B: Papers to follow.</i>	
12. INTERNAL AUDIT PLAN 2025/26	To Follow
To review and agree the Internal auditor's plan for 2025/26.	
<i>N.B: Papers to follow.</i>	
13. WORK PROGRAMME	75 - 78
To consider the work programme for the committee.	
14. DATE OF NEXT MEETING	
Tuesday 28 October 2025, 2pm.	