

# Agenda

## Audit and Governance Committee

Date: **Tuesday 28 October 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

	Pages
<b>1. APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>2. NAMED SUBSTITUTES (IF ANY)</b> 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> To receive declarations of interest in respect of items on the agenda.	
<b>4. MINUTES</b> To approve and sign the minutes of the meeting held on 25 September 2025.	11 - 18
<b>HOW TO SUBMIT QUESTIONS</b> Deadline for receipt of questions is 5pm on Wednesday 22 October 2025. 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. 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> To receive any questions from members of the public.	
<b>6. QUESTIONS FROM COUNCILLORS</b> To receive any questions from councillors.	
<b>7. 2024/25 UPDATED EXTERNAL AUDIT FINDINGS REPORT</b> To consider the final, updated external audit findings report for the year ended 31 March 2025. This report was considered by the Committee at the September meeting. All findings remain unchanged with the exception of the fee analysis for 2024/25 which includes final fee variations.	19 - 92
<b>8. INTERNAL AUDIT UPDATE REPORT QUARTER 2 2025/26</b> 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.	93 - 110

<b>9. REGULATORY INVESTIGATORY POWERS ACT 2000 (RIPA) UPDATE</b>	111 - 114
To provide an update to the Committee about the operation of Regulatory Investigatory Powers Act 2000 (RIPA) within the Council.	
<b>10. WHISTLEBLOWING UPDATE</b>	115 - 118
To update the Committee as to the operation of the Whistleblowing Policy.	
<b>11. ANNUAL GOVERNANCE STATEMENT PROGRESS UPDATE</b>	119 - 144
To provide an update on progress in respect of actions identified to deliver continuous improvement in governance arrangements.	
<b>12. UPDATE ON RISK MANAGEMENT ACTIVITY</b>	145 - 158
To provide assurance of the adequacy of the council's risk management framework and internal controls in 2025/26.	
<b>13. ENERGY FROM WASTE LOAN UPDATE</b>	159 - 170
To update the committee on the current status of the energy from waste loan arrangements to enable the committee to fulfil its delegated functions.	
<b>14. WORK PROGRAMME</b>	171 - 174
To consider the work programme for the committee.	
<b>15. DATE OF NEXT MEETING</b>	
Tuesday 27 January 2025. 2pm.	