

# Agenda

## Audit and Governance Committee

Date: **Tuesday 27 January 2026**

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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 Tuesday 28 October 2025.	11 - 18
<b>HOW TO SUBMIT QUESTIONS</b> Deadline for receipt of questions is 5pm on Wednesday 21 January 2026. 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. UPDATE TO FINANCE AND CONTRACT PROCEDURE RULES</b> 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 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.	19 - 62
<b>8. CODE OF CONDUCT FOR COUNCILLORS - 6 MONTH UPDATE</b> 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.	63 - 72
<b>9. INTERNAL AUDIT UPDATE REPORT QUARTER 3 2025/26</b>	73 - 92

	<p>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.</p> <p>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.</p>	
<b>10.</b>	<b>ANTI-FRAUD, BRIBERY &amp; CORRUPTION ANNUAL REPORT</b> <p>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.</p>	93 - 114
<b>11.</b>	<b>UPDATE ON RISK MANAGEMENT ACTIVITY</b> <p>To provide assurance of the adequacy of the council's risk management framework and internal controls in 2025/26.</p>	115 - 128
<b>12.</b>	<b>WORK PROGRAMME</b> <p>To consider the work programme for the committee.</p>	129 - 132
<b>13.</b>	<b>DATE OF NEXT MEETING</b> <p>Tuesday 24 March 2026, 2pm.</p>	