

Agenda

Audit and Governance Committee

Date: **Tuesday 21 July 2026**

Time: **2.00 pm**

Place: **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:

Jen Preece, Democratic Services Officer

Tel: 01432 261699

Email: jennypreece@herefordshire.gov.uk

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 Tuesday 9 June 2026.	11 - 22
HOW TO SUBMIT QUESTIONS The deadline for the submission of questions for this meeting is 5.00 pm on Wednesday 15 July 2026. Questions can be submitted via the Online questions portal Further information and guidance is available at Get involved - Herefordshire Council Accepted questions and the response to them will be published as a supplement to the agenda papers prior to the meeting. Full details about asking questions and the deadlines at public meetings can be found here: constitution of the council .	
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. EXEMPTIONS FROM CONTRACT PROCEDURE RULES 1 APRIL 2025 - 31 MARCH 2026 To provide an update on the number of exemptions (waivers) to Contract Procedure Rules (CPRs) which have been granted for the period 1 April 2025 to 31 March 2026 and provide assurance that exemptions are robustly controlled, appropriately justified, and compliant with governance requirements.	23 - 32
8. ANNUAL REVIEW OF THE COUNCIL'S INFORMATION REQUESTS & COMPLAINTS 2026 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 2025/26.	33 - 62

9.	CODE OF CONDUCT FOR COUNCILLORS - 2025/26	63 - 72
	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.	
10.	UPDATE ON RISK MANAGEMENT ACTIVITY	73 - 88
	To provide assurance of the adequacy of the council's risk management framework and internal controls in 2025/26.	
11.	2025/26 FINANCIAL STATEMENT AUDIT PROGRESS	89 - 108
	To report progress on the external audit of the council's 2025/26 draft financial statements.	
12.	INTERNAL AUDIT UPDATE REPORT Q1 2026/27	109 - 128
	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.	INTERNAL AUDIT PLAN 2026/27	129 - 134
	To present the updated Internal Audit Plan for 2026/27 for approval by Committee.	
14.	WORK PROGRAMME	135 - 138
	To consider the work programme for the committee.	
15.	DATE OF NEXT MEETING	
	Tuesday 29 September 2026.	