

**Committee:**           **Accounts, Audit and Risk Committee**  
**Date:**               **Monday 14 December 2009**  
**Time:**               **6.30 pm**  
**Venue**               **Bodicote House, Bodicote, Banbury, OX15 4AA**

### **Membership**

<b>Councillor John Donaldson (Chairman)</b>	<b>Councillor Trevor Stevens (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Simon Holland</b>
<b>Councillor Devena Rae</b>	<b>Councillor Lawrie Stratford</b>
<b>Councillor Rose Stratford</b>	<b>Councillor Barry Wood</b>

## **AGENDA**

**1. Apologies for Absence and Notification of Substitute Members**

**2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**3. Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

**4. Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

**5. Minutes (Pages 1 - 6)**

To confirm as a correct record the Minutes of the meeting of the Committee held on 26 October 2009.

**6. External Audit: Annual Audit Letter (Pages 7 - 26)**

Report of Head of Finance

**Summary**

The purpose of this paper is to inform the Committee of the draft Annual Audit Letter as prepared by the Audit Commission. This report summarises the Audit Commission's findings from the 2008/09 audit. It includes messages arising from the audit of the financial statements and the results of the work undertaken to assess the Council's arrangements to secure value for money in the Use of Resources assessment.

**Recommendations**

The Accounts, Audit and Risk Committee is recommended to:

- (1) Note the contents of the Draft Annual Audit Letter:
- (2) Note the opinions of the financial statements, VFM Conclusion and Use of Resources score

**7. Changes to the Internal Audit Charter (Pages 27 - 38)**

Report of Chief Internal Auditor

**Summary**

This Chief Internal Auditor has updated the Internal Audit Charter to reflect the changed reporting arrangements that are now in place.

**Recommendation**

The Accounts, Audit and Risk Committee is recommended to:

- (1) Consider and approve the Charter.

**8. Internal Audit Progress report (Pages 39 - 52)**

Report of Chief Internal Auditor

**Summary**

This report provides the Committee with an update of the work of Internal Audit since the last meeting

**Recommendation**

The Accounts, Audit and Risk Committee is recommended to:

- (1) Consider and approve this report.

## 9. **Sanctions Policy** (Pages 53 - 62)

Report of Benefit Investigations Manager

### **Summary**

The report is to bring the Council's policy on Sanctions in line with the Department for Work & Pensions policy. In doing so, we offer a consistent approach to joint investigation work. The policy will also introduce 2 small amendments which will help target the more serious abuse of the system and assist in reacting to the current recession. However, the policy will remain fit for purpose following the Country coming out of recession.

### **Recommendations**

The Accounts, Audit and Risk Committee is recommended to:

- (1) Adopt the new policy.

## 10. **Verbal Updates**

- a) Treasury Management Update ~ Chief Financial Officer to report
- b) Management of Risk and Insurance ~ Chief Financial Officer to report
- c) International Financing Reporting Standard Update ~ Chief Financial Officer to report

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or (01295) 221589 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item. The definition of personal and prejudicial interests is set out in Part 5 Section A of the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

**Personal Interest:** Members must declare the interest but may stay in the room, debate and vote on the issue.

**Prejudicial Interest:** Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

## **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Queries Regarding this Agenda**

Please contact Natasha Clark, Legal and Democratic Services [natasha.clark@cherwell-dc.gov.uk](mailto:natasha.clark@cherwell-dc.gov.uk) (01295) 221589

**Mary Harpley**  
**Chief Executive**

Published on Friday 4 December 2009