

Committee: **Accounts, Audit and Risk Committee**
Date: **Monday 22 March 2010**
Time: **6.30 pm**
Venue **Bodicote House, Bodicote, Banbury, OX15 4AA**

Membership

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

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 20 January 2010.

6. **Accountancy Progress Report - Closedown and IFRS** (Pages 7 - 28)

Report of Head of Finance

Summary

To provide the Committee with a progress report on the work of the Financial Information Team in relation to the production of the 2009/10 Statement of Accounts and to advise the Committee on how officers are progressing in the adoption of IFRS.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Note the contents of this report and the officers' proposed actions to deal with the closure of the 2009/10 Accounts and production of the Statement of Accounts.
- (2) Note the contents of this report and the officers' proposed actions to deal with the implementation of IFRS.
- (3) Approve the accounting policies for inclusion in the Statement of Accounts 2009/10.

7. **Corporate Governance Panel 2010/11**

Verbal Update by Chief Financial Officer

Summary

The Committee is reminded that the Corporate Governance Panel reviews the draft Annual Governance Statement which eventually forms part of the Statement of Accounts which the Committee will consider in June 2010. The draft Annual Governance Statement will be available in late April and a meeting of the Corporate Governance Panel will be arranged at a time convenient to the Members involved.

It is also intended to convene additional meetings, perhaps quarterly, of the Corporate Governance Panel during 2010/11 to consider the Council's whole approach to Governance on an ongoing basis and in particular any issues or recommendations arising from the officer Corporate Governance Group.

The membership of the Corporate Governance Panel is formed of two representatives of the Accounts, Audit and Risk Committee and one representative of the Standards Committee. The Accounts, Audit and Risk Committee representatives for the 2009/10 Corporate Governance Panel were agreed as Councillors Atack and Hallchurch. As Councillor Hallchurch is no longer a member of this Committee, it is therefore necessary for the committee to appoint a new member to the panel.

Recommendation

The Accounts, Audit and Risk Committee is recommended to:

- (1) Confirm the two Accounts, Audit and Risk representatives of the Corporate Governance Panel for 2010/11.

8. Internal Audit Progress Report (Pages 29 - 44)

Report of Chief Internal Auditor

Summary

This report provides the Committee with an update of the work of Internal Audit since the last meeting and the revisions made to our 2009/10 audit plan.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Consider and approve this report.

9. Internal Audit Final Plan 2010/11 (Pages 45 - 58)

Report of Chief Internal Auditor

Summary

This report provides the Committee with a final version of the 2010/11 internal audit plan.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Consider and approve this plan.

10. Corporate Risk Register and Risk Strategy 2010/11 (Pages 59 - 82)

Report of Chief Executive

Summary

To present the proposed Corporate Risk Register and the Risk Strategy for 2010/11 for consideration and comment by the Accounts, Audit and Risk Committee in advance of their consideration by the Council's Executive.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Agree the principles of risk management set out in this report.
- (2) Agree the Corporate Risk Register for 2010/11.
- (3) Agree the Risk Strategy 2010/11.
- (4) Agree the arrangements for reporting on risk management to the Executive and the Accounts, Audit and Risk Committee.
- (5) Agree the views of the Accounts, Audit and Risk Committee are reported to the Executive when they consider this item.

11. Certification of Claims and Returns 2008/09 - Audit Commission (Pages 83 - 98)

Report of Head of Finance

Summary

The purpose of this report is to allow consideration of the Certificate of Claims and Returns Report 2008/09 produced by the Audit Commission (see Annex). The report reviews the council's arrangements for the preparation and administration of grant claims within the council.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Note the contents of the Certification of claims and returns - annual report.
- (2) Note the agreed Action Plan presented as Appendix 2 to the Audit Commission Report.

12. Audit Protocol (Pages 99 - 112)

Report of Head of Finance

Summary

This document sets out the basis for the joint working arrangements between Cherwell District Council's Internal Audit Service (IA) and the Audit Commission (AC), as the Council's external auditors.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Note the contents of the Audit Protocol report.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to 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 (01295) 221589

Mary Harpley
Chief Executive

Published on Friday 12 March 2010