

Committee: Accounts, Audit and Risk Committee
Date: Wednesday 27 June 2012
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Trevor Stevens (Chairman)	Councillor Mike Kerford-Byrnes (Vice-Chairman)
Councillor Andrew Beere	Councillor Colin Clarke
Councillor Andrew Fulljames	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 - 8)

To confirm as a correct record the Minutes of the meetings of the Committee held on 19 March 2012 and 16 May 2012.

6. **Statement of Accounts Approval** (Pages 9 - 12)

** Appendix 1 and 2 to follow. The Accounts, Audit and Risk Committee will scrutinise the 2011/12 Financial Statements on 20 June 2012. Following this review, an update will be provided to Committee Members. **

Report of Head of Finance and Procurement.

Summary

The purpose of this report is for members to consider and endorse the Statement of Accounts for 2011/12 (subject to audit).

Recommendations

The Accounts, Audit and Risk Committee is recommended:

- (1) To consider the Statement of Accounts set out in Appendix 1.
- (2) To note the outcomes from the informal review undertaken on 20 June 2012 as set out in Appendix 2.
- (3) To recommend that the "subject to audit" Statement of Accounts approval sign off be delegated to the Chief Financial Officer for signing on or before the statutory deadline of 30 June 2012.

7. **Annual Governance Statement 2011/12** (Pages 13 - 14)

** Appendix 1 to follow as it is currently being finalised **

Report of Head of Finance and Procurement.

Summary

The purpose of this report is to seek approval for the Annual Governance Statement 2011/12, subject to any amendments the Accounts, Audit and Risk Committee may wish to make.

Recommendations

The Accounts, Audit and Risk Committee is recommended:

- (1) To resolve to consider and approve the Annual Governance Statement "Subject to Audit" 2011/12 (attached as Appendix 1).

8. Treasury Management Report (Pages 15 - 18)

Report of Head of Finance and Procurement.

Summary

To receive information on treasury management performance and compliance with treasury management policy for Quarter 1 2012/13 as required by the Treasury Management Code of Practice.

Recommendations

The Accounts, Audit and Risk Committee is recommended to:

- (1) Note the contents of the progress report.

9. External Audit Progress Report (Pages 19 - 22)

Report of Head of Finance and Procurement.

Summary

This report provides a progress report on the work of external audit.

Recommendations

The Accounts, Audit and Risk Committee is recommended:

- (1) To note the contents of the progress report.

10. Internal Audit Annual Report (Pages 23 - 38)

Report of Head of Finance and Procurement.

Summary

This reports sets out the internal audit annual report.

Recommendations

The Accounts, Audit and Risk Committee is recommended:

- (1) To consider and approve this report.

11. Internal Audit Progress Report (Pages 39 - 50)

Report of Chief Internal Auditor

Summary

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

Recommendations

The Accounts, Audit and Risk Committee is recommended:

- (1) To consider and approve this report.

12. Subsidy Update

The Head of Finance and Procurement will provide a verbal update to the Committee.

13. Risk Management

The Head of Finance and Procurement will provide a verbal update to the Committee.

14. Exclusion of the Press and Public

The following item contains exempt information as defined in the following paragraphs of Part 1, Schedule 12A of the Local Government Act 1972.

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of that Act.”

15. Treasury Management Report - Exempt Appendices 1a and 1b (Pages 51 - 66)

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.gov.uk or 01327 322121 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 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.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Gavin Lane, Democratic and Elections
gavin.lane@cherwellandsouthnorthants.gov.uk, 01327 322121

Sue Smith
Chief Executive

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