

Committee: Accounts, Audit and Risk Committee
Date: Wednesday 22 January 2014
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 Ray Jelf
Councillor Nicholas Mawer	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 4 December 2013.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Third Quarter Risk Review** (Pages 7 - 24)

Report of Head of Transformation

Purpose or Report

To update the Committee on the management of Strategic, Corporate and Partnership Risks during the third quarter of 2013/14 and highlight any emerging issues for consideration.

Recommendations

The meeting is recommended:

- 1.1 To review the quarter 3 Strategic, Corporate and Partnership Risk Register and identify any issues for further consideration.

8. **Use of Purchase Orders** (Pages 25 - 28)

Report of Interim Head of Finance and Procurement

Purpose of Report

The purpose of this report is to provide information to the Accounts, Audit and Risk Committee on the Council's use of Purchase Orders.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of the report on the progress the Council is making to improve the use of purchase orders.

9. **Design & Operation of the IT General Controls within Agresso** (Pages 29 - 32)

Report of Interim Head of Finance and Procurement

Purpose of Report

The purpose of this report is to provide information to the Accounts, Audit and Risk Committee on the external auditor's work around the IT controls within Agresso.

Recommendations

The meeting is recommended

1.1 To note the contents of the report.

10. External Audit: Annual Audit Plan 2013-14 and Grants Certification Annual Report 2012-13 (Pages 33 - 72)

Report of Interim Head of Finance and Procurement

Purpose of report

To receive Ernst Young's reports: setting out external audit's Annual Audit Plan 2013-14; and summarising external audit's certification work on grants claims for 2012-13.

Recommendations

The meeting is recommended

1.1 To note the contents of Ernst Young's reports.

11. Internal Audit Progress Report (Pages 73 - 80)

Report of Chief Internal Auditor

Purpose of report

To receive PriceWaterhouseCooper's progress report summarising their internal audit work to date.

Recommendations

The meeting is recommended:

1.1 To note the contents of the progress report.

12. Public Sector Internal Audit Standards (Pages 81 - 92)

Report of Chief Internal Auditor

Purpose of Report

To provide members with details of the new Public Sector Internal Audit Standards.

Recommendations

The meeting is recommended:

1.1 To note the content of this report and Appendix 1.

13. Q3 Treasury Management Report (Pages 93 - 100)

Report of Interim Head of Finance and Procurement

Purpose of report

To receive information on treasury management performance and compliance with treasury management policy for 2013-14 for Quarter 3 as required by the Treasury Management Code of Practice.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of the Quarter 3 (Q3) Treasury Management Report

14. Updated Treasury Management Strategy 2014-15 (Pages 101 - 134)

Report of Interim Head of Finance and Procurement

Purpose of report

To receive an updated Treasury Management Strategy for 2014-15 and note the actions and proposals in respect of the funds held by fund managers Investec.

Recommendations

The meeting is recommended:

- 1.1 To note the updated Treasury Strategy for 2014-15.
- 1.2 To note the action and proposals in respect of funds held with Fund Managers Investec.

15. Anti-Fraud and Corruption plus Whistle Blowing Update

Verbal Update of Interim Head of Finance and Procurement and Fraud Manager

16. Accounts, Audit and Risk Committee Work Programme (Pages 135 - 136)

To review the Committee Work Programme

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 01295 221589 / 012595 221554 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.

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.

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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 Natasha Clark / Sharon Hickson, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589 /
sharon.hickson@cherwellandsouthnorthants.gov.uk, 01295 221554

Sue Smith
Chief Executive

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