

Committee: Accounts, Audit and Risk Committee
Date: Wednesday 24 June 2015
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

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| Councillor Mike Kerford-Byrnes (Chairman) | Councillor Rose Stratford (Vice-Chairman) |
| Councillor Colin Clarke | Councillor Ray Jelf |
| Councillor Nicholas Mawer | Councillor Barry Richards |
| Councillor Lawrie Stratford | Councillor Barry Wood |

Informal Briefing, 5pm

An informal briefing on the draft Statement of Accounts will be held for Members of the Accounts, Audit and Risk Committee at 5pm.

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 meetings of the Committee held on 26 March 2015 and 19 May 2015.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **External Audit Progress Report** (Pages 7 - 14)

Report of the Head of Finance and Procurement

Purpose of report

To receive Ernst Young's Audit Fee Letter 2015-16 and to receive a verbal update of progress to date for 2014-15.

Recommendations

The meeting is recommended to:

1.1 Note the Audit Fee Letter and the progress update from Ernst Young.

8. **Internal Audit Progress Report and Annual Plan** (Pages 15 - 34)

Report of the Head of Finance and Procurement

Purpose of report

To receive the PwC Internal Audit Annual Report.

Recommendations

The meeting is recommended to:

1.1 Consider and note the contents of the Annual Report.

9. **Corporate Risk Register Annual Report** (Pages 35 - 52)

Report of Head of Transformation and Corporate Performance Manager

Purpose of report

To update the Committee on the management of Strategic, Corporate and Partnership Risks during the fourth and final quarter of 2014/15 and to report the progress made on the 2015/16 Risk & Opportunities Management Strategy review, Risk Training programme and Internal Audit review.

Recommendations

The meeting is recommended to:

- 1.1 review the quarter 4 Strategic, Corporate and Partnership Risk Register and identify any issues for further consideration.
- 1.2 note that there have been changes to three of the risk scores, one of which is CDC specific, the other two are joint risks across both councils.
- 1.3 note that three risks have been closed since the last meeting; two of which are CDC specific, one is a joint risk across both councils.
- 1.4 note that one new joint strategic risk has been added to the register since the last meeting.
- 1.5 note the progress made on the 2015/16 Risk and Opportunities Management Strategy review, the 2015/16 Risk Training Programme and the 2014/15 Risk Audit

10. Q4 Treasury Management Report (Pages 53 - 58)

Report of Head of Finance and Procurement

Purpose of report

To receive information on treasury management performance and compliance with treasury management policy for 2014-15 for Quarter 4 ending 31 March 2015 as required by the Treasury Management Code of Practice.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of the Quarter 4 (Q4) Treasury Report

11. Statement of Accounts Review (Pages 59 - 66)

Appendix 3 to this report will follow as it is currently being reviewed and finalised

Report of the Head of Finance and Procurement

Purpose of report

The purpose of this report is for members to consider and endorse the pre-audit Statement of Accounts for 2014-15.

Recommendations

The meeting is recommended to:

- 1.1 Approve the carry forward of budget underspends from 2014-2015 to 2015-2016 as detailed in Appendix 1.
- 1.2 Approve the balances on capital schemes which have slipped in 2014-2015 to be carried forward into the 2015-2016 capital programme as set out in Appendix 2.
- 1.3 Consider the Statement of Accounts set out in Appendix 3 (to follow).
- 1.4 Note the outcomes from the informal review undertaken on 25 June immediately prior to the formal meeting at 5.00pm which will be updated verbally at the meeting

12. Annual Governance Statement 2014-15 (Pages 67 - 84)

Report of Head of Finance and Procurement

Purpose of report

To report the Annual Governance Statement. The Annual Governance Statement will be considered at the same time as the Statement of Accounts for 2014/15.

Recommendations

The Committee is recommended to:

- 1.1 Consider and endorse the Annual Governance Statement 2014-15 (Appendix 1).

13. Exclusion of Press and Public

The following item contains exempt information as defined in the following paragraph of Part 1, Schedule 12A of 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 have 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 their 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 resolve as follows:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraph 3 would be

disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

14. **Q4 Treasury Management Report - Exempt Appendix** (Pages 85 - 86)

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 22155487 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.

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 James Doble, Democratic and Elections
james.doble@cherwellandsouthnorthants.gov.uk, 01295 221587

Sue Smith
Chief Executive

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