



Committee: Accounts, Audit and Risk Committee

Date: Wednesday 18 March 2020

Time: 6.30 pm

Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Mike Kerford-Byrnes (Chairman)	Councillor Hugo Brown (Vice-Chairman)
Councillor Hannah Banfield	Councillor Nathan Bignell
Councillor Conrad Copeland	Councillor Nicholas Mawer
Councillor Tom Wallis	Councillor Sean Woodcock

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. Minutes (Pages 1 - 4)

To confirm as a correct record the Minutes of the meeting of the Committee held on 22 January 2020.

5. Chairman's Announcements

To receive communications from the Chairman.

6. **Urgent Business**

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

7. **Monthly Performance, Risk and Finance Monitoring Report - December 2019** (Pages 5 - 28)

Report of Acting Assistant Director: Performance and Transformation and Interim Assistant Director: Finance

Purpose of report

This report summarises the Council's Performance, Risk and Finance monitoring position as at the end of each month.

Recommendations

The meeting is recommended:

- 1.1 To note the monthly Performance, Risk and Finance Monitoring Report.
- 1.2 To review the Leadership Risk Register and identify any issues for further consideration.

8. **Housing Benefit Subsidy** (Pages 29 - 42)

Report of Director of Finance

Purpose of report

To provide members of this Committee with an update on the Housing Benefit subsidy claim audit for the financial year 2018-2019.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of this report.

9. **Housing Benefit and Council Tax Reduction Risk Based Verification** (Pages 43 - 56)

Report of Executive Director Finance

Purpose of report

To provide members of this Committee with an update on the Risk Based Verification (RBV) module and the online application form that were introduced for Housing Benefit and Council Tax Reduction new claims from November 2017, including any impact on the service; and to seek approval for some minor changes to the RBV policy.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of this report.
- 1.2 To approve some minor changes to the RBV policy for the financial year 2020 - 2021.

10. Internal Audit - Progress Report 2019/20 (Pages 57 - 72)

Report of the Director of Finance

Purpose of report

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

Recommendations

The meeting is recommended to:

- 1.1 Note the contents of the 2019/20 progress report from CWAS.

11. External Audit

Please note this report will follow as it is being reviewed and finalised

Report of the Director of Finance

12. Treasury Management Report - Q3 2019/20 (Pages 73 - 78)

Report of the Director of Finance

Purpose of report

To receive information on treasury management performance and compliance with treasury management policy for 2019/20 as required by the Treasury Management Code of Practice.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of the December 2019 Treasury Management Report.

13. Work Programme (Pages 79 - 80)

To consider and review the Work Programme.

14. Exclusion of Press and Public

The following report(s) contain exempt information as defined in the following paragraph(s) 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 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 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.”

15. Treasury Management Report - Q3 2019/20 - EXEMPT Appendix (Pages 81 - 82)

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 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.

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 Sharon Hickson, Democratic and Elections
democracy@cherwellandsouthnorthants.gov.uk, 01295 221554

Yvonne Rees
Chief Executive

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