



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee: Accounts, Audit and Risk Committee**

**Date: Monday 21 June 2021**

**Time: 6.30 pm**

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

## **Membership**

**Councillor Mike Kerford-  
Byrnes (Chairman)**

Councillor Conrad Copeland  
Councillor Tony Illott  
Councillor Tom Wallis

**Councillor Hugo Brown (Vice-Chairman)**

Councillor Matt Hodgson  
Councillor Nicholas Mawer  
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 7 - 12)**

To confirm as a correct record the Minutes of the meeting of the Committee held on 17 March 2021

### **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** (Pages 13 - 76)

Report of Director of Finance and Head of Insight and Corporate Programmes

### **Purpose of report**

This report summarises the Council's Performance, Risk and Finance monitoring positions as at the end of March 2021. The Committee will focus on the risk elements of the report.

### **Recommendations**

The meeting is recommended:

- 1.1 To note the risk aspects of the monthly Performance, Risk and Finance Monitoring Report.
- 1.2 To note the revised Risk and Opportunities Management Strategy 2021-22.

## 8. **Housing Benefit Subsidy** (Pages 77 - 82)

Report of the 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 2019-2020.

### **Recommendations**

The meeting is recommended:

- 1.1 To note the contents of the report

## 9. **Final 2019/20 Annual Audit Letter** (Pages 83 - 112)

Report of the Director of Finance

### **Purpose of report**

To make the Committee aware of the final 2019/20 Annual Audit Letter and 2019/20 Audit Fee

### **Recommendations**

The meeting is recommended to:

- 1.1 Note the final 2019/20 Annual Audit Letter
- 1.2 Note the £101,410 audit fee for work over and above the 2019/20 scale fee of £40,138.

**10. 2020/21 Statement of Accounts Review (Pages 113 - 118)**

\*\*\* The appendices to this report will follow as they are currently being reviewed and finalised \*\*\*\*

Report of Director of Finance

**Purpose of report**

To provide an opportunity for review of the draft 2020/21 Statement of Accounts.

**Recommendations**

The meeting is recommended:

- 1.1 To note the report and raise any queries on the draft statement of accounts (Appendix 1).
- 1.2 To approve the accounting policies as approved by the Chief Finance Officer (Appendix 2).
- 1.3 To approve the draft Annual Governance Statement for 2020/21 (Appendix 3).

**11. Annual Report of the Chief Internal Auditor 2020/21 (Pages 119 - 144)**

Report of the Chief Internal Auditor

**Purpose of report**

This is the annual report of the Chief Internal Auditor, summarising the outcome of the Internal Audit work in 2020/21, and providing an opinion on the Council's System of Internal Control.

**Recommendations**

The committee is recommended to:

- 1.1 Consider and endorse this annual report.

**12. Internal Audit Strategy and Plan 2021/22 (Pages 145 - 160)**

Report of the Director of Finance

**Purpose of report**

The report presents the Internal Audit Strategy and Plan for 2021/22.

## **Recommendations**

The meeting is recommended:

1.1 to note and comment on the Internal Audit Strategy and Plan for 2021/22.

### **13. Treasury Management Outturn Report - 2020-21 (Pages 161 - 174)**

Report of the Director of Finance

#### **Purpose of report**

To receive information on treasury management performance and compliance with treasury management policy and Prudential Indicators for 2020-21 as required by the Treasury Management Code of Practice.

#### **Recommendations**

The meeting is recommended:

1.1 To note the contents of the 2020-21 Treasury Management Outturn Report.

1.2 To recommend Council to note the Council's Treasury Management Activity in 2020-21.

### **14. Work Programme (Pages 175 - 176)**

To consider and review the 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@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.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.

## **Watching Meetings**

Please note that Council meetings are currently taking place in person (not virtually) with social distancing at the meeting. Meetings will continue to be webcast and individuals who wish to view meetings are strongly encouraged to watch the webcast to minimise the risk of COVID-19 infection.

Places to watch meetings in person are very limited due to social distancing requirements. If you wish to attend the meeting in person, you must contact the Democratic and Elections Team [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) who will advise if your request can be accommodated and of the detailed COVID-19 safety requirements for all attendees.

Please note that in line with Government guidance, all meeting attendees are strongly encouraged to take a lateral flow test in advance of 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@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221554

**Yvonne Rees**  
**Chief Executive**

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