

**Committee:** Accounts, Audit and Risk Committee  
**Date:** Wednesday 26 March 2014  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### **Membership**

<b>Councillor Trevor Stevens (Chairman)</b>	<b>Councillor Mike Kerford-Byrnes (Vice-Chairman)</b>
<b>Councillor Andrew Beere</b>	<b>Councillor Ray Jelf</b>
<b>Councillor Nicholas Mawer</b>	<b>Councillor Lawrie Stratford</b>
<b>Councillor Rose Stratford</b>	<b>Councillor Barry Wood</b>

## **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 22 January 2014.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **External Audit: Audit Commission Fraud Briefing** (Pages 7 - 22)

Report of Interim Head of Finance and Procurement.

**Purpose of Report**

To consider the Audit Commission's fraud briefing to members, which will be presented by the council's external auditor, Ernst & Young.

**Recommendation**

The meeting is recommended to:

1.1 Note the contents of the presentation.

8. **Anti-Fraud and Corruption Plus Whistleblowing Update**

Verbal update by the Interim Head of Finance and Procurement and Fraud Manager.

9. **Risk Strategy Update 2014-15** (Pages 23 - 56)

Report of the Director of Resources.

**Purpose of Report**

To review the Council's risk strategy updated for 2014/15.

**Recommendation**

The meeting is recommended:

1.1 To agree the 2014/15 risk strategy.

10. **Review of Draft Accounting Policies 2013-14 and Closedown Update** (Pages 57 - 78)

Report of the Interim Head of Finance and Procurement.

## **Purpose of Report**

The purpose of this report is to inform members of the draft 2013-14 accounting policies to allow members to consider and endorse the accounting policies under which the Council prepares its annual Statement of Accounts together with the summary timetable for production

## **Recommendations**

The meeting is recommended:

- 1.1 To approve the accounting policies as set out in Appendix 1.
- 1.2 To agree that delegated authority be granted to Head of Finance and Procurement to make any further changes to the Accounting Policies in preparation for the forthcoming accounts closure for 2013-14.
- 1.3 To note the closedown timetable summary as set out in Appendix 2.

## **11. External Audit Progress Update 2013-14 and Local Government Sector Briefing (Pages 79 - 88)**

Report of the Interim Head of Finance and Procurement.

### **Purpose of Report**

To receive an update of progress to date by the Council's external auditor, Ernst Young.

### **Recommendations**

The meeting is recommended to:

- 1.1 Note the progress update from Ernst Young.

## **12. Internal Audit Progress Report 2013-14 and Internal Audit Plan 2014-15 (Pages 89 - 114)**

Report of the Interim Head of Finance and Procurement.

### **Purpose of Report**

To receive PwC's progress report summarising their internal audit work to date and to receive the Internal Audit Plan for next year.

### **Recommendations**

The meeting is recommended to:

- 1.1 Note the contents of the 2013-14 progress report and the details of the 2014-15 Internal Audit Plan.

**13. Use of Purchase Orders** (Pages 115 - 118)

Report of the 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.

**Recommendation**

The meeting is recommended to:

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

**14. Review of Committee Work Programme** (Pages 119 - 120)

To review and note 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](mailto: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. 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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