

Committee: Accounts, Audit and Risk Committee
Date: Wednesday 23 March 2016
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

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

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 20 January 2016.

6. Chairman's Announcements

To receive communications from the Chairman.

7. External Audit: Certification of Claims 2014/15 and Annual Audit Plan 2015/16 (Pages 7 - 38)

Report of the Head of Finance and Procurement

Purpose of report

To receive Ernst Young's report setting out external audit's Annual Audit Plan for the financial year 2015/16.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of Ernst Young reports on the Annual Audit Plan 2015/16 and Certification of Claims 2014/15.

8. Third Quarter Risk Review 2015-16 and update on Development of Risk & Opportunities Management Strategy (Pages 39 - 56)

Report of Head of Transformation

Purpose of report

To update the Committee on the management of Strategic, Corporate and Partnership risks during the third quarter of 2015/16 and to report the progress made on the 2015/16 Risk & Opportunities Management Strategy review and Risk Training programme.

Recommendations

The meeting is recommended:

- 1.1 To review the quarter three Strategic, Corporate and Partnership Risk Register and identify any issues for further consideration or referral to Executive.
- 1.2 To note that there have been changes to four common risks' scores: two increases and two decreases.
- 1.3 To note the progress made on the 2015/16 Risk and Opportunities Management Strategy review and the Risk Training programme.

9. Corporate Fraud Team Update (Pages 57 - 82)

Report of Head of Finance and Procurement

Purpose of report

To provide members of Accounts, Audit and Risk Committee with an update on the joint Corporate Fraud team and to ask members to consider and endorse the joint Whistleblowing and Anti-Fraud and Anti-Corruption Policies which have been reviewed and to consider and endorse the new Fraud Response Plan Policy.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of the report.
- 1.2 To consider and endorse the policy changes and the new policy.

10. Internal Audit Progress Report 2015/16, Annual Plan 2016/17 and Internal Audit Charter (Pages 83 - 120)

Report of the Head of Finance and Procurement

Purpose of report

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

Recommendations

The meeting is recommended:

- 1.1 To note the 2015/16 progress report.
- 1.2 To note the 2016/17 Draft Internal Audit Plan.
- 1.3 To note the Internal Audit Charter.

11. Closedown Update 2015/16 (Pages 121 - 126)

Report of the Head of Finance and Procurement

Purpose of report

The purpose of this report is to inform members of the progress which has been made towards the preparation of the Council's annual Statement of Accounts and to review the proposed summary timetable for production.

Recommendations

The meeting is recommended:

1.1 To approve the summary closedown timetable as set out in the Appendix.

12. Q3 Treasury Management Report (Pages 127 - 132)

Report of the Head of Finance and Procurement

Purpose of report

To receive information on treasury management performance and compliance with treasury management policy for 2015/16 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.

13. Review of Work Programme 2016/17 (Pages 133 - 134)

To note the work programme 2016/17.

14. Exclusion of the 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 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. **Q3 Treasury Management Report - Exempt Appendix** (Pages 135 - 136)

16. **Finance Improvement Plan**

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

Exempt Report of Head of Finance and Procurement

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
sharon.hickson@cherwellandsouthnorthants.gov.uk, 01295 22155421

Sue Smith
Chief Executive

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