

Agenda



Listening Learning Leading

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A MEETING OF THE

Audit & Corporate Governance Committee

WILL BE HELD ON THURSDAY 22 JANUARY 2009 AT 6.00PM

COMMITTEE ROOM 4, COUNCIL OFFICES, CROWMARSH GIFFORD

Mr P W D Greene (Chairman)

Mr P Cross

Mrs M Davies

Mr M Harris

Mr P Harrison

Mr R Peasgood

Ms A Purse

Substitutes:

Ms F Aska

Ms J Bland

Mr F Bloomfield

Mr D Bretherton

Mrs S Cooper

Mr T Harbour

Mr A Hodgson

Mr D Turner

If you would like a copy of these papers in large print, Braille or audio cassette or have any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.

**A presentation on business continuity will take place at 5.30pm in
Committee Room 4**

1. Apologies

2. Declarations of interest

3. Minutes 24 September and 12 November 2008

Minutes previously circulated.

4. Business continuity

Purpose: to provide background information on business continuity, provide a summary and progress report on the council's business continuity arrangements and to invite the Audit and Corporate Governance Committee to satisfy itself that the council has adequate arrangements for business continuity (**report and strategy attached**)

5. Internal audit management report Quarter 3 2008/2009

Purpose: to report on management issues, to summarise the progress of internal audit against the 2008/2009 audit plan up to 12 January 2009, to summarise the priorities and planned audit work for quarter 4 2008/2009 (**report attached**)

6. Internal audit activity report

Purpose: to summarise the outcomes of recent internal audit activity for the Committee to consider. The Committee is asked to review the report and the main issues arising, and seek assurance that action has been or will be taken where necessary (**report attached**)

7. Exclusion of the Public

To consider whether to exclude members of the press and public from the meeting for the following items of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

ITEMS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

8. Early retirements

Purpose: to set out the case for awarding a discretionary lump sum payment in respect of early retirement (**report to follow**)

MARGARET REED

Head of Legal and Democratic Services