

Agenda



Listening Learning Leading

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Date: 17 March 2009

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A MEETING OF THE

Audit & Corporate Governance Committee

WILL BE HELD ON WEDNESDAY 25 MARCH 2009 AT 6.00PM

COUNCIL CHAMBER, 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.

1. Apologies

2. Declarations of interest

3. Minutes 22 January 2009

Minutes previously circulated.

4. Use of Resources and Comprehensive Area Assessment

Purpose: to provide the committee with an opportunity to comment on the Audit Commission's draft Use of Resources 2007/08 report and judgement; to provide an update on the replacement by central government of Comprehensive Performance Assessment (CPA) by a new Comprehensive Area Assessment (CAA) framework which will apply to all councils from 1 April 2009; and to describe the preparation the council is doing for CAA (**report and appendix attached**)

5. Business Continuity: report of councillor on a service area's business continuity plans

Purpose: to consider the report of Councillor Paul Harrison on his review of a business continuity plan (**report attached**)

6. Internal Audit Activity Report 2008/2009 Quarter 4

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. Review of Internal Audit Report 2009/2010

Purpose: to set out a proposal that only limited and nil assurance internal audit reports should be presented in full to the Committee. All other satisfactory and full assurance internal audit reports will be made available to Committee members, but only presented and discussed at Committee by request prior to the meeting (**report attached**)

8. Internal Audit Management Report Quarter 4

Purpose: to report on management issues, summarise the progress of the internal audit team against the 2008/2008 audit plan up to the 16 March 2009 and to summarise the priorities and planned audit work for the remainder of quarter 3 2008/2009 (**report attached**)

9. Internal Audit Annual Plan 2009/2010

Purpose: to explain the process for setting the internal audit plan and for calculating the resources available and to set out the proposed internal audit plan for 2009/2010, based on 6 months fixed and 6 months indicative (**report attached**)

10. Draft Annual Governance Statement

Purpose: to ask the committee to consider the draft Annual Governance Statement 2008/09 (AGS). The committee is asked to seek clarification of any of the assurances within the AGS, comment on its content and note that the version of the AGS that it will see in June 2009 will be expanded upon to ensure that the AGS is up to date when the accounts are signed (**report and draft statement attached**)

11. Audit Commission's Annual Audit and Inspection Letter

Purpose: to consider the Audit Commission's overall summary of the Audit Commission's assessment of the council. (**report attached**)

12. Opinion Audit Report

Purpose: to consider the detailed risks as set out by the Audit Commission as part of as part of its opinion planning work (**report attached**)

13. Exclusion of the Public

To consider whether to exclude members of the press and public from the meeting for the following item 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) it involves 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.

ITEM TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

14. Early Retirement

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

MARGARET REED

Head of Legal and Democratic Services