

10 March 2021

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AUDIT AND GENERAL PURPOSES COMMITTEE

You are summoned to a meeting of the Audit and General Purposes Committee to be held remotely, via Cisco Webex on **Thursday, 18 March 2021 at 6.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Audit and General Purposes Committee

Councillors: Councillor Jane Doughty (Chairman), Councillor Andy Graham (Vice-Chair), Councillor Jake Acock, Councillor Luci Ashbourne, Councillor Andrew Beaney, Councillor Mike Cahill, Councillor Louise Chapman, Councillor Harry Eaglestone, Councillor Duncan Enright, Councillor Gill Hill, Councillor Ed James, Councillor Richard Langridge, Councillor Martin McBride, Councillor Kieran Mullins, Councillor Elizabeth Poskitt, Councillor Alex Postan and Councillor Harry St John

Due to the current social distancing requirements and guidance relating to Coronavirus Regulations 2020 – Part 3 – Modification of meetings and public access requirements this meeting will be conducted remotely using Cisco Webex.

Members of the public will be able to follow the proceedings through a broadcast on [West Oxfordshire District Council Facebook account](#) (You do not need a Facebook account for this).

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By participating in this meeting, you are consenting to be filmed.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the start of the meeting.

AGENDA

1. **Minutes of Previous Meeting**
Minutes of the meeting held on 28 January 2021 (previously circulated)
2. **Apologies for Absence**
Apologies for Absence and Temporary Appointments
3. **Declarations of Interest**
To receive any declarations of interest from Councillors relating to items to be considered at the meeting. In accordance with the provisions of the Council's Local Codes of Conduct, and any from Officers.
4. **Participation of the Public**
Purpose:
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
5. **Audit Progress Report and Sector Update (Report of Grant Thornton external auditors) (Pages 5 - 20)**
Purpose:
To provide the Audit and General Purposed Committee with an update from the Council's external auditor.

Recommendation:
That the report be noted.
6. **Internal Audit Plan 2021/22 and Proposed Internal Audit Charter (Report of the Chief Finance Officer) (Pages 21 - 40)**
Purpose:
To present the Internal Audit Plan for consideration and approval.
To present the updated Internal Audit Charter for consideration and approval.

Recommendation:
That the Proposed 2021/22 Internal Audit Annual Plan and Internal Audit Charter be approved.
7. **Informing the Audit Risk Assessment 2020/21 (Report of the Chief Finance Officer) (Pages 41 - 94)**
Purpose:
To present the Audit Risk Assessment for consideration.

Recommendation:
That the Committee confirms that the management response to the auditor risk assessment is a true reflection of the council's management processes.
8. **Exclusion of the Public**
Recommendation:

That, in view of the likely disclosure of exempt information, as defined in paragraphs 3 and 7 of Part 1 of Schedule 12A to the Local Government Act 1972 , (information relating to the financial or business affairs of any particular person), the public be excluded from the meeting for the following item of business.

9. **Cyber Security Update (Report of ICT Audit and Compliance Manager - Data Protection Officer - copy attached)** (Pages 95 - 102)

Purpose:

To provide the Committee with a Cyber Security progress update on the agreed action plans during 2020 and what activities are planned for 2021.

Recommendation:

That the report and the mitigations put in place to provide assurances around cyber security be noted.

(END)