

Wednesday, 13 April 2022

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AUDIT AND GENERAL PURPOSES COMMITTEE

You are summoned to a meeting of the Audit and General Purposes Committee which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Thursday, 21 April 2022 at 6.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Audit and General Purposes Committee

Councillors: Alex Postan (Chairman), Dan Levy (Vice-Chair), Jake Acock, Joy Aitman, Luci Ashbourne, Andrew Beaney, Julian Cooper, Rupert Dent, Colin Dingwall, Harry Eaglestone, Duncan Enright, Gill Hill, Richard Langridge, Martin McBride, Elizabeth Poskitt, Dean Temple and Alex Wilson..

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 Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Minutes of Previous Meeting (Pages 5 - 10)**
To approve the minutes of the meeting held on 17 February 2022.
2. **Apologies for Absence**
To receive any apologies for absence.
3. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
4. **Participation of the Public**
To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.
5. **Whistle-Blowing Policy (Pages 11 - 28)**
Purpose
To present the Audit and General Purposes Committee an updated Whistle-Blowing Policy for comment.
To update and replace the existing Whistle-Blowing Policy to highlight key legislation and the roles and responsibilities of Members, Officers and other parties.

Recommendation
That the Committee considers the Whistle-Blowing Policy to comment thereon to Cabinet, to aid its deliberations and decision making.
6. **Counter Fraud and Enforcement Unit Report (Pages 29 - 38)**
Purpose
To provide the Committee with assurance over the counter fraud activities of the Council. Direct updates will continue to be provided biannually.
Work plans are presented to the Committee detailing progress and results for consideration and comment as the body charged with governance in this area.
The report also provides the annual update in relation to the Regulation of Investigatory Powers Act 2000 (RIPA), the Investigatory Powers Act 2016 (IPA) and the Council's existing authorisation arrangements.

Recommendation
That the Committee notes the report and work plans at Annex A.
7. **Internal Audit Report (Pages 39 - 78)**
AUDIT AND GENERAL PURPOSES COMMITTEE – 21st APRIL 2022
Annex A – Report of Internal Activity 2021/22
Purpose
To present a summary of the audit work concluded since the last meeting of this Committee.
Recommendation
That the Committee considers the report at Annex A and comments as necessary

INTERNAL AUDIT PLAN 2022/23 AND INTERNAL AUDIT CHARTER

Annex A – PROPOSED INTERNAL AUDIT PLAN 2022/23

Annex B – INTERNAL AUDIT CHARTER

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 2022/23 Internal Audit Annual Plan and the Internal Audit Charter be approved

8. **Minutes of Standards Sub-Committee (Pages 79 - 80)**

Purpose

To receive the minutes of the Standards Sub-Committee held on 23 March 2022.

Recommendation

To note the minutes.

9. **Minutes of Miscellaneous Licensing Sub-Committees (Pages 81 - 88)**

Purpose

To receive the following sets of minutes of the Miscellaneous Licensing Sub-Committee:

- a) 9 September 2021
- b) 27 January 2022
- c) 17 February 2022

Recommendation

To note the minutes.

10. **Exclusion of Public and Press**

In view of the likely disclosure of exempt information, as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting for the remaining item of business.

11. **Minutes of Miscellaneous Licensing Sub-Committee (Pages 89 - 94)**

Purpose

To receive the following sets of confidential minutes of the Miscellaneous Licensing Sub-Committee:

- d) 2 July 2021
- e) 17 February 2022

Recommendation

To note the minutes.