

Wednesday, 22 March 2023

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## AUDIT AND GOVERNANCE COMMITTEE

You are summoned to a meeting of the Audit and Governance Committee which will be held in the Council Chamber, Woodgreen, Witney OX28 1NB on **Thursday, 30 March 2023 at 6.00 pm.**



Giles Hughes  
Chief Executive

To: Members of the Audit and Governance Committee

Councillors: Alaric Smith (Chair), Ruth Smith (Vice-Chair), Luci Ashbourne, Andrew Beaney, Jill Bull, Nathalie Chapple, Owen Collins, Julian Cooper, Colin Dingwall, Jane Doughty, Gill Hill, David Jackson, Richard Langridge, Norman MacRae MBE, Michele Mead, Elizabeth Poskitt and Andrew Prosser

Recording of Proceedings – The law allows the public proceedings of Council, Executive, 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 - 8)**  
To approve the minutes of the meeting held on 23 November 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. **Provisional Member Induction and Training Programme (Pages 9 - 14)**  
Purpose:  
To introduce the Committee to the Provisional Member Induction and Training Programme.  
  
Recommendation::  
To ask the Committee to approve the Provisional Member Induction and Training Programme.
6. **Counter Fraud and Enforcement Unit Update Report (RIPA and IPA Annual Update) (Pages 15 - 22)**  
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:  
The Committee Resolves to:
  - I. That the Committee note and comment on the report and work plan at Annex A.
7. **Internal Audit Progress Report (Pages 23 - 48)**  
Purpose:  
Committee to receive an update on the Internal Audit Progress.  
  
Recommendation:  
Committee to note the Internal Audit Progress update.

8. **Internal Audit Plan and Internal Audit Charter (Pages 49 - 68)**

Purpose:

To present to the Audit and Governance Committee the Internal Audit Plan 2023/24 for consideration and approval.

To present the updated Internal Audit Charter for consideration and approval.

Recommendation:

That the Audit and Governance Committee resolves to approve the proposed Internal Audit Plan 2023/24 and Internal Audit Charter 2023/24

9. **Corporate Risk Register Update (Pages 69 - 78)**

Purpose:

This report brings to members the current version of the Council's Strategic Risk Register for information.

Recommendation:

That the Strategic Risk Register be noted.

10. **Audit findings report (Pages 79 - 116)**

Purpose:

To update the committee on the findings of the external audit of the 21/22 financial year as the audit draws to a close. The accounts are not yet ready to sign and for reasons beyond our control cannot be signed for several months but this gives the committee the opportunity to review the findings of the audit work.

The Council thanks Grant Thornton for all of their work on this audit.

Recommendation:

That the committee notes this report.

11. **Audit and Governance Committee Work Programme 2022/23 (Pages 117 - 124)**

Purpose:

Committee to note the Work Programme 2022/23.

Recommendation:

Committee to note and update where necessary the Work Programme 2022/23.

(END)