

Wednesday, 15 November 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 Committee Room 1, Woodgreen, Witney OX28 1NB on **Thursday, 23 November 2023 at 6.00pm.**



Giles Hughes
Chief Executive

To: Members of the Audit and Governance Committee

Councillors: Ruth Smith (Vice-Chair), Joy Aitman, Andrew Beaney, Rachel Crouch, Colin Dingwall, Jane Doughty, David Jackson, Edward James, Liz Leffman, Dan Levy, Michele Mead, David Melvin, Elizabeth Poskitt, Geoff Saul, Sandra Simpson, and Alex Wilson.

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. **Election of Chair**

Purpose:

Election of the Chair for Audit and Governance Committee for the remainder of the Civic Year 2023/24.

Recommendation:

That the Committee elects a Chair for the remainder of the Civic Year 2023/24.

2. **Apologies for Absence**

To receive any apologies for absence.

3. **Minutes of Previous Meeting (Pages 5 - 12)**

To approve the minutes of the meeting held on 28 September 2023.

4. **Declarations of Interest**

To receive any declarations from Members of the Committee on any items to be considered at the meeting.

5. **Participation of the Public**

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure, anyone who lives in the district or who pays council tax or business rates to the Council is eligible to read a statement or express an opinion at this meeting. You can register to speak by sending your written submission of no more than 750 words to democratic.services@westoxon.gov.uk, by no later than 10.00am on the working day before the meeting.

6. **Internal Audit Progress Report (Pages 13 - 26)**

Purpose:

To present a summary of the audit work concluded since the last meeting of this Committee.

Recommendation:

That the Audit and Governance Committee resolves to note the report

Invited:

Lucy Cater, Assistant Director SWAP

7. **External Audit Progress Report and Audit Plan for year ending 31st March 2023 (Pages 27 - 66)**

Purpose:

To provide Members with the Progress Report and the draft Audit Plan for year ending 31st March 2023.

Recommendation:

That the Audit and Governance Committee resolves to note the contents of the report and appendices.

Invited:

Madhu Richards, Director of Finance;
Peter Barber, Key Audit Partner, Grant Thornton.

8. **Monitoring Report on Management's responses to the External Auditors findings and implementation of External Audit recommendations (Pages 67 - 78)**

Purpose:

To provide Members with an update on the External Auditor Findings and Recommendations from the 2021/22 financial and value for money audits carried out by Grant Thornton.

Recommendation:

That Audit and Governance Committee resolves to note the contents of the report.

Invited:

Madhu Richards, Director of Finance.

9. **Treasury Management Mid-Term Report (Pages 79 - 92)**

Purpose:

To provide Members with an update on Treasury Management activity, the performance of internal and external funds and prudential indicators for the period 1st April 2023 – 30th Sept 2023.

Recommendation:

That the Committee notes the Treasury Management Mid-Term Report.

Invited:

Madhu Richards, Director of Finance
Georgina Dyer, Chief Accountant

10. **CIPFA's Position Statement on Audit Committees (Pages 93 - 182)**

Purpose:

To present to the Audit and Governance Committee The Chartered Institute of Public Finance and Accountancy ("CIPFA's") Updated Audit Committee Guidance along with the self-assessment and evaluation toolkit to enable Committee Members to identify any training needs to ensure they meet the principles as set out in the CIPFA guidance

Recommendation:

That the Audit and Governance Committee discusses the attached documents and Members undertake a self-assessment, in readiness for the next meeting of the Committee, to identify any training needs to ensure that all skills identified in the CIPFA guidance can be met.

Invited:

Andrea McCaskie, Monitoring Officer
Lucy Cater, Assistant Director SWAP

11. **Audit and Governance Committee Work Programme 2023/24** (Pages 183 - 186)

Purpose:

Committee to note the Work Programme 2023/24.

Recommendation:

Committee to note and update where necessary the Work Programme 2023/24.

(END)