

Wednesday, 18 September 2024
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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, 26 September 2024 at 6.00 pm.**



Giles Hughes
Chief Executive

To: Members of the Audit and Governance Committee

Councillors: Carl Rylett (Chair), Ruth Smith (Vice-Chair), Joy Aitman, Andrew Beaney, Jane Doughty, David Jackson, Edward James, David Melvin, Elizabeth Poskitt, Nigel Ridpath and Sandra Simpson

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. **Apologies for Absence**
To receive any apologies for absence. The quorum for the Audit and Governance Committee is 4 Members.
2. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting
3. **Minutes of Previous Meeting (Pages 5 - 10)**
To approve the minutes of the meeting held on 25 July 2024.
4. **Participation of the Public**
To receive any submissions from members of the public, in accordance with the Council's [Public Participation Rules](#).
5. **The Final Audit Finding and Statement of Accounts 2022/23 (Pages 11 - 164)**
Purpose:
This report presents The Audit Findings Report and audited Statement of Accounts for the period 1 April 2022 to 31 March 2023.

Recommendation:
That the Audit and Governance Committee resolves to:
I. Note the contents of the report and appendices.

Invited:
Madhu Richards, Director of Finance
6. **Treasury Management Q1 Report (Pages 165 - 196)**
Purpose:
To report to the Audit and Governance Committee the Quarter 1 Treasury Management Indicators as required by the CIPFA Treasury Management Code.

Recommendation:
That the Audit and Governance Committee resolves to:
I. Note the contents of the report

Invited:
Sian Hannam, Treasury Accountant
Madhu Richards, Director of Finance
7. **External Audit Plan - Year Ended 31 March 2024 (Pages 197 - 214)**
Purpose:
To present Members with the draft Audit Plan for the year ended 31st March 2024.

Recommendation:
That the Audit and Governance Committee resolves to:
I. Note the content of the report and the annex.

Invited:

Madhu Richards, Director of Finance

8. **Internal Audit Progress Report (Pages 215 - 230)**

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:

- I. Note the report

Invited:

Lucy Cater, Head of Internal Audit. Assistant Director, SWAP Internal Audit Services
Madhu Richards, Director of Finance

9. **CFEU Update Report (Pages 231 - 236)**

Purpose:

To provide the Committee with assurance over the counter fraud activities of the Council. Direct updates will continue to be provided biannually.

Recommendation:

That the Audit and Governance Committee resolves to:

- I. Consider and comment on the report.

Invited:

Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit
Madhu Richards, Director of Finance

10. **Annual Local Government Ombudsman Letter (Pages 237 - 246)**

Purpose:

The report presents the Annual Complaints statistics as provided by the Local Government and Social Care Ombudsman for the year 1st April 2023 – 31st March 2024.

Recommendation:

That the Audit and Governance Committee resolves to:

- I. Note the content of the report and the Annual Review Letter 2023 – 2024.

Invited:

Cheryl Sloan, Business Manager, Governance, Risk & Business Continuity

11. **Annual Summary of Member Conduct Complaints (Pages 247 - 270)**

Purpose:

To advise the Committee of the number and status of Code of Conduct complaints received and considered by the Council's Monitoring Officer in the period from 1 September 2023 to 31 August 2024 and to consider the Council's Complaint Handling Arrangements and the Standards Sub-Committee Procedure Rules following a review by officers.

Recommendations:

That the Audit and Governance Committee resolves to:

1. Note the report;
2. Recommend to Council the adoption of the revised Complaint Handling Arrangements (Annex A); and
3. Recommend to Council the adoption of the revised Standards Sub-Committee Procedure Rules (Annex B) following a review undertaken by officers and the three Independent Persons.

Invited:

Andrew Brown – Business Manager, Democratic Services

12. **Audit and Governance Committee Work Programme 2024/25** (Pages 271 - 274)

Purpose

For the Committee to review and note its work programme for the remainder of 2024/25.

Recommendation

That the Audit and Governance Committee resolves to:

1. Note the Committee's Work Programme for 2024/25.

(END)