



Head of Legal and
Democratic Services

MEETING : AUDIT AND GOVERNANCE COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 15 JUNE 2016
TIME : 7.00 PM

PLEASE NOTE TIME AND VENUE

MEMBERS OF THE COMMITTEE

Councillor Mark Pope (Chairman)
Councillors D Abbott, A Alder, B Deering, I Devonshire, P Kenealy,
W Mortimer, C Snowdon, S Stainsby and C Woodward

Substitutes

Conservative Group: Councillors
Liberal Democrat Group: Councillor
Independent Group: Councillor

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)

**CONTACT OFFICER: LORRAINE
BLACKBURN**

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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.

2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.

3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

AGENDA

1. Appointment of Vice Chairman

2. Terms of Reference (Pages 7 - 10)

To note the new Terms of Reference for Audit and Governance Committee.

3. Apologies

To receive apologies for absence.

4. Minutes (Pages 11 - 18)

To confirm the Minutes of the meeting held on 16 March 2016

5. Declarations of Interest

To receive any Members' Declarations of Interest

6. Draft Statement of Accounts 2015-16

To follow.

7. Shared Internal Audit Service - Annual Assurance (Pages 19 - 52)

8. Shared Internal Audit Service - Audit Plan Update (Pages 53 - 72)

9. Update on Implementation of Annual Governance Statement Action Plan 2015/16 (Pages 73 - 82)

10. Draft 2015/16 Annual Governance Statement (Pages 83 - 108)

11. Annual Review of Data Quality Strategy (Pages 109 - 132)

12. Risk Management Monitoring Report - 1 January 2016 - 31 March 2016
(Pages 133 - 142)
13. Audit and Governance Committee - Work Programme (Pages 143 - 148)
14. Minutes of the Standards Sub Committee - 24 April 2016 (Pages 149 - 160)

To note the Minutes of the Standards Sub Committee.

15. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information