



**Worcester**  
CITY COUNCIL

# **AUDIT AND GOVERNANCE COMMITTEE**

## **AGENDA**

**Date: Wednesday, 20th March, 2019**

**Time: 7.00 pm**

**Venue: Guildhall**

## AUDIT AND GOVERNANCE COMMITTEE

### Information for Members of the Public

Access to the Guildhall is via the front entrance in the High Street. The nearest car park is Copenhagen Street (pay and display). If you are a wheelchair user or have restricted mobility, access to the Guildhall can be gained either through the door on the right side of the forecourt as you face the Guildhall, or through the sliding doors at the rear of the Guildhall. There is dedicated disabled parking space at the rear (access via Copenhagen Street). Most meetings are held on the ground floor, which can be reached by using a lift. If you are a wheelchair user or have restricted mobility and you wish to attend a meeting, please telephone or email the officer mentioned below in advance and we will make any necessary arrangements to assist your visit.

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this part of the Agenda as well as background documents used in the preparation of these reports. Details of the background papers appear at the foot of each report. Part II of the Agenda (if applicable) deals with items of 'Exempt Information' for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Please note that this is a public meeting and members of the public and press are permitted to report on the proceedings. "Reporting" includes filming, photographing, making an audio recording and providing commentary on proceedings. Any communicative method can be used to report on the proceedings, including the internet, to publish, post or share the proceedings. Accordingly, the attendance of members of the public at this meeting may be recorded and broadcast. By choosing to attend this public meeting you are deemed to have given your consent to being filmed or recorded and for any footage to be broadcast or published.

Please note the Council audio records and live streams many of its meetings. These recordings are published on the relevant meeting pages of the Council's website. A notice to this effect will be posted in the meeting room. If a member of the public chooses to speak at a meeting of the City Council he/she will be deemed to have given their consent to being recorded and audio being published live to the Council's website. The Chairman of the meeting, can at their discretion, terminate or suspend recording, if in their opinion, continuing to do so would prejudice the proceedings of the meeting or if they consider that continued recording might infringe the rights of any individual, or breach any statutory provision.

At the start of the meeting under the item 'Public Participation' up to fifteen minutes in total is allowed for members of the public to present a petition, ask a question or comment on any matter on the Agenda. **Participants need to indicate that they wish to speak by 4.30 p.m. on the last working day before the meeting by writing, telephoning or E-Mailing the officer mentioned below.**

If you have any queries about this Agenda or require any details of background papers, or to discuss arrangements for the taking of photographs, film, video or sound recording please contact **Ellen Meachen, Democratic and Electoral Services Assistant, Guildhall, Worcester WR1 2EY. Telephone: 01905 722006 (direct line); E-Mail Address: [committeeadministration@worcester.gov.uk](mailto:committeeadministration@worcester.gov.uk)**

This agenda can be made available in large print, braille, on PC disk, tape or in a number of ethnic minority languages. Please contact the above named officer for further information.

Agendas and minutes relating to all City Council Committees and Council Meetings are also available electronically, click on the option "Committee Minutes and Documents", Website Address: [worcester.gov.uk](http://worcester.gov.uk)

**Audit and Governance Committee**  
**Wednesday, 20 March 2019**

**Members of the Committee:-**

Chairman: Councillor Alan Amos (C)  
Vice-Chairman: Councillor George Squires (L)

Councillor Patricia Agar (LCo)  
Councillor Allah Ditta (C)  
Councillor Stephen Hodgson (C)

Councillor Neil Laurenson (G)  
Councillor Andrew Roberts (C)  
Councillor Richard Udall (LCo)

C = Conservative      G = Green      L = Labour      LCo = Labour and Co-Operative

**AGENDA**

**Part 1**  
**(ITEMS FOR DISCUSSION AND DECISION IN PUBLIC)**

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| 1. <b>APPOINTMENT OF SUBSTITUTES</b>   | To receive details of any Member nominated to attend the meeting in place of a Member of the Committee.   |
| 2. <b>DECLARATIONS OF INTEREST</b>   | To receive any declarations of interest.  |
| 3. <b>PUBLIC PARTICIPATION</b>   | Up to a total of fifteen minutes can be allowed, each speaker being allocated a maximum of five minutes, for members of the public to present a petition, ask a question or comment on any item on the Agenda or within the remit of the Committee. |
| 4. <b>MINUTES</b><br>Page(s) 1 - 2   | Of the meeting held on 19 <sup>th</sup> December 2018 to be approved and signed.  |
| 5. <b>2018/19 INTERNAL AUDIT<br/>PROGRESS REPORT TO 28TH<br/>FEBRUARY 2019</b><br>Page(s) 3 - 20<br>Ward(s): All Wards<br>Contact        Andy Bromage, Head<br>Officer        of Internal Audit<br>Shared Service<br>Tel: 01905 722051 | That the Committee note the report.   |

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| <p>6. <b>DRAFT INTERNAL AUDIT PLAN FOR 2019-20</b><br/> Page(s) 21 - 28<br/> Ward(s): All Wards<br/> Contact            Andy Bromage, Head<br/> Officer            of Internal Audit<br/>                          Shared Service<br/>                          Tel: 01905 722051</p> | <p>That the Committee approves the draft Annual Internal Audit Plan and Key Performance Indicators.</p>  |
| <p>7. <b>EXTERNAL AUDIT PLAN - 2018/19</b><br/> Page(s) 29 - 64<br/> Ward(s): All Wards<br/> Contact            Mark Baldwin, Head of<br/> Officer            Finance<br/>                          Tel: 01905 722007</p>   | <p>That the Committee endorses the external auditor's Audit Plan for 2018/19.</p>  |
| <p>8. <b>DECOMMISSIONING OF SANSOME WALK</b><br/> Page(s) 65 - 76<br/> Ward(s): Arboretum<br/> Contact            Sian Stroud, Deputy<br/> Officer            Director - Governance<br/>                          Tel: 01905 722017</p>   | <p>That the Committee:</p> <ol style="list-style-type: none"> <li>1. notes the summary of decisions and advice to date given in relation to the decommissioning of the Sansome Walk former swimming pool site; and</li> <li>2. requests that the Council's internal audit service undertakes a Lessons Learned review of this project, to take account of the information set out in this report as well as the specialist advice currently being commissioned for the Council on demolition options and costs.</li> </ol> |
| <p>9. <b>LOCAL CODE OF CORPORATE GOVERNANCE AND ACTION PLAN</b><br/> Page(s) 77 - 82<br/> Ward(s): All Wards<br/> Contact            Sian Stroud, Deputy<br/> Officer            Director - Governance<br/>                          Tel: 01905 722017</p>                            | <p>That the Committee:</p> <ol style="list-style-type: none"> <li>1. notes the update on progress to review the Local Code of Corporate Governance; and</li> <li>2. endorses the proposals to introduce a Corporate Governance Action Plan, with a proposed Plan for year 2019/2020 to be brought to the next meeting of the Committee for approval.</li> </ol>  |
| <p>10. <b>ANY OTHER BUSINESS</b></p>  | <p>Which in the opinion of the Chairman is of sufficient urgency as to warrant consideration.</p>  |