



**Worcester**  
CITY COUNCIL

# **AUDIT AND GOVERNANCE COMMITTEE**

## **AGENDA**

**Date: Monday, 29th July, 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**  
**Monday, 29 July 2019**

**Members of the Committee:-**

Chairman: Councillor Alan Amos (C)  
Vice-Chairman: Councillor Patricia Agar (LCo)

Councillor Jenny Barnes (LCo)  
Councillor Nida Hassan (C)  
Councillor Stephen Hodgson (C)

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

C = Conservative

G = Green

L = Labour

LCo = Labour and Co-Operative

**AGENDA**

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

- |   |   |
|---|---|
| 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 - 4  | To be approved and signed.  |
| 5. <b>REVISED CODE OF CORPORATE GOVERNANCE AND ANNUAL GOVERNANCE STATEMENT</b><br>Page(s) 5 - 36<br>Contact Officer            Sian Stroud, Deputy Director - Governance<br>Tel: 01905 722017 | <ol style="list-style-type: none"><li>1. That the Committee approves the Annual Governance Statement 2018/19 at Appendix 1 for sign off by the Leader of the Council and the Managing Director for inclusion in the Annual Statement of Accounts;</li><li>2. That the Committee approves the revised Local Code of Corporate Governance at Appendix 2; and</li><li>3. That the Committee approves the Corporate Governance Action Plan 2019/20 at Appendix 3 and notes that progress will be reported to each meeting of the Committee during the year.</li></ol> |

- |  |   |
|--|---|
| <p>6. <b>CORPORATE RISK MANAGEMENT REPORT Q4 2018/19</b><br/> Page(s) 37 - 56<br/> Contact Officer William Wade,<br/> Transformation and Performance Officer<br/> Tel: 01905 722500</p>                                  | <p>That the Committee notes the Corporate Risk Management Report.</p>                             |
| <p>7. <b>EXTERNAL AUDIT REPORT, LETTER OF REPRESENTATION AND STATEMENT OF ACCOUNTS</b><br/> Contact Officer Mark Baldwin, Head of Finance<br/> Tel: 01905 722007</p>   | <p>Report to follow.</p>  |
| <p>8. <b>INTERNAL AUDIT EXTERNAL ASSESSMENT PROGRESS REPORT</b><br/> Page(s) 57 - 76<br/> Contact Officer Andy Bromage, Head of Internal Audit Shared Service<br/> Tel: 01905 722051</p>                                 | <p>The Head of Internal Audit Shared Service recommends that the report is noted.</p>             |
| <p>9. <b>INTERNAL AUDIT 2018/2019 ANNUAL REPORT INCLUDING THE AUDIT OPINION AND COMMENTARY</b><br/> Page(s) 77 - 110<br/> Contact Officer Andy Bromage, Head of Internal Audit Shared Service<br/> Tel: 01905 722051</p> | <p>That the Committee notes the report contents.</p>  |
| <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> |