



Worcester
CITY COUNCIL

AUDIT AND GOVERNANCE COMMITTEE

AGENDA

Date:	Wednesday, 18th September, 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**

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

**Audit and Governance Committee
Wednesday, 18 September 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)**

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| 1. APPOINTMENT OF SUBSTITUTES | To receive details of any Member nominated to attend the meeting in place of a Member of the Committee. |
| 2. DECLARATIONS OF INTEREST | To receive any declarations of interest. |
| 3. PUBLIC PARTICIPATION | 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. MINUTES
Page(s) 1 - 4 | To be approved and signed. |
| 5. INTERNAL AUDIT PROGRESS REPORT
Page(s) 5 - 40
Ward(s): All Wards
Contact Andy Bromage, Head
Officer of Internal Audit
Shared Service
Tel: 01905 722051 | The Committee note the report. |

<p>6. EXTERNAL AUDIT - LOCAL GOVERNMENT BRIEFING Page(s) 41 - 54 Ward(s): All Wards Contact Mark Baldwin, Head of Officer Finance Tel: 01905 722007</p>	<p>That Audit Committee note the contents of the briefing note received from the council's external auditors.</p>
<p>7. EXTERNAL AUDIT - ANNUAL AUDIT LETTER 2018/19 Page(s) 55 - 80 Ward(s): All Wards Contact Mark Baldwin, Head of Officer Finance Tel: 01905 722007</p>	<p>That Audit Committee note the details of the Annual Audit Letter (AAL) for 2018/19.</p>
<p>8. AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT Page(s) 81 - 88 Ward(s): All Wards Contact Sian Stroud, Deputy Officer Director - Governance Tel: 01905 722017</p>	<ol style="list-style-type: none"> 1. That the Committee approve the Audit and Governance Committee Annual Report 2018/19; and 2. That the Annual Report be submitted to Council for information.
<p>9. GUILDHALL ROOM HIRE CHARGING POLICY Page(s) 89 - 96 Ward(s): All Wards Contact Claire Chaplin, Officer Democratic and Civic Services Manager Tel: 01905 722005</p>	<p>That the draft Guildhall Room Hire Charging Policy be considered by the Committee.</p>
<p>10. CORPORATE GOVERNANCE ACTION PLAN: PROGRESS REPORT Page(s) 97 - 104 Ward(s): All Wards Contact Sian Stroud, Deputy Officer Director - Governance Tel: 01905 722017</p>	<p>That the Committee notes the progress being made to deliver the actions set out in the Corporate Governance Action Plan.</p>

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| <p>11. SANSOME WALK
DECOMMISSIONING LESSONS
LEARNT
Page(s) 105 - 116
Ward(s): All Wards
Contact Andy Bromage, Head
Officer of Internal Audit
 Shared Service
 Tel: 01905 722051</p> | <p>The Committee note the report.</p> |
| <p>12. ANY OTHER BUSINESS</p> | <p>Which in the opinion of the Chairman is of sufficient urgency as to warrant consideration.</p> |
| <p>13. ITEM INVOLVING THE
DISCLOSURE OF EXEMPT
INFORMATION</p> | <p>The Committee is invited to pass the following resolution:-</p> <p>That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of information as defined in Schedule 12A of the said Act.</p> |

**PART II
(ITEM FOR DISCUSSION IN PRIVATE)**

Exempt – not for publication because the item contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

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| <p>14. SANSOME WALK
DECOMMISSIONING LESSONS
LEARNT
Ward(s): All Wards
Contact Sian Stroud, Deputy
Officer Director - Governance
 Tel: 01905 722017</p> | <p>To consider exempt Appendix 2 (Legal Advice).
Item to follow.</p> |
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