



## Notice of meeting of a Public Meeting of the Audit & Governance Committee

<b>To:</b>	Councillors Potter (Chair), Brooks (Vice-Chair), Ayre, Barnes, Fraser, Gunnell, Wiseman and Mr Whiteley (Co-opted Non-Statutory Member)
<b>Date:</b>	Wednesday, 25 June 2014
<b>Time:</b>	5.30 pm
<b>Venue:</b>	The Snow Room - Ground Floor, West Offices (G035)

### AGENDA

#### 1. **Declarations of Interest**

Members are asked to declare:

- Any personal interests not included on the Register of Interests
- Any prejudicial interests or
- Any disclosable pecuniary interests

which they may have in respect of business on this agenda.

#### 2. **Minutes**

(Pages 1 - 8)

To approve and sign the minutes of the meeting of the Audit and Governance Committee held on 16 April 2014.

### **3. Public Participation**

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **5:00 pm on Tuesday 24 June 2014.**

#### **Filming, Recording or Webcasting Meetings**

Please note this meeting may be filmed and webcast or audio recorded and that includes any registered public speakers, who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if sound recorded, this will be uploaded onto the Council's website following the meeting.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at [http://www.york.gov.uk/downloads/download/3130/protocol\\_for\\_webcasting\\_filming\\_and\\_recording\\_of\\_council\\_meetings](http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings)

### **4. Forward Plan** (Pages 9 - 14)

This paper presents the future plan of reports expected to be presented to the Committee during the forthcoming year to April 2015.

### **5. Draft Annual Governance Statement** (Pages 15 - 28)

Members are asked to consider the draft Annual Governance Statement.

### **6. Annual Report of the Audit and Governance Committee** (Pages 29 - 42)

This report seeks Members' views on the draft Annual Report of the Audit and Governance Committee for the year ended 16 April 2014, prior to its submission to Full Council.

- 7. Mazars' Audit Progress Report** (Pages 43 - 56)  
This report provides an update on Mazars' progress in meeting its responsibilities as City of York Council's external auditor. It also includes key emerging national issues and developments which may be of interest to members of the Committee.
- 8. Draft Revised Financial Regulations** (Pages 57 - 110)  
This paper presents the draft revised Financial Regulations for the Committee's consideration prior to its submission to Full Council.
- 9. Annual Report of the Head of Internal Audit** (Pages 111 - 156)  
This report summarises the outcome of audit and fraud work undertaken in 2013/14 and provides an opinion on the overall adequacy and effectiveness of the Council's internal control arrangements.
- 10. Audit and Governance Committee Effectiveness - Action Plan Update** (Pages 157 - 168)  
This report provides details of the progress made to address the remaining outstanding items included in the effectiveness action plan. Members are also asked to consider some limited changes to the Committee's Terms of Reference prior to approval by Full Council.
- 11. Information Governance Strategy Update** (Pages 169 - 200)  
This report provides an update on progress in implementing the Information Governance Strategy and on information governance developments, including Data Protection and Freedom of Information matters.
- 12. Updating the Constitution** (Pages 201 - 204)  
This report advises Members on progress towards a complete revision of the Constitution.
- 13. Democratic Governance Audit** (Pages 205 - 208)  
This report advises Members on the Council's response to a recent internal audit report in relation to democratic governance.
- 14. Urgent Business**  
Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Jayne Carr

Contact Details:

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For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**