



## Audit and Governance Committee

6.30pm on Monday, 24<sup>th</sup> June 2013  
Belle Vue Suite, Belle Vue Offices, Skipton

The Chairman (Councillor Place) and Councillors Barrett, Beck, Harbron, Jaquin, Moorby, Staveley, Turner and Whaites.

### AGENDA

**Exclusion of the Public:** In accordance with the Council's Access to Information Procedure Rules, members are recommended to exclude the public from the meeting during consideration of the Appendices of Item numbered 8\$ below on the grounds that it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 (relates to financial or business affairs of any particular person, including the Council) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence**
2. **Confirmation of Minutes** of meeting held on 18<sup>th</sup> March 2013.
3. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests and whether they wish to apply the exception below.

(Note: Declarations should be in the form of:  
a "disclosable pecuniary interest" under Appendix A to the (new) Code of Conduct, and  
"other interests" under Appendix B or under Paragraph 14 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate, in which case the Member must leave the meeting room.

[Exception: Where a member of the public has a right to speak at a meeting, a Member of Council who has a disclosable pecuniary interest has the same rights and may make representations, answer questions or give evidence, but at the conclusion of that, must then leave the room and not take part in the discussion or vote.)

***Note of Agenda Item No. and type of Interest to be Declared at this Meeting:***

5. **External Audit : Progress Report** – Attached, Cameron Waddell, District Auditor and with the Council's external auditors, Mazars, will be attending the meeting for this item.
6. **Internal Audit (a) Implementation of Recommendations** – Report of the Corporate Head of Financial Services.

Note : Members will recall that at Minute AC168(a)/12-13 it was resolved that

a. in light of the number of outstanding recommendations in respect of audits concerning Information Services, the ICT Shared Services Manager is invited to this Committee's next meeting to discuss the reasons behind the delays in implementation;

b. bearing in mind the number of outstanding audit recommendations linked to the implementation of the Agresso financial, accounting and reporting software system, the Value for Money and Improvement Manager is invited to attend this Committee's next meeting to present an overview of the issues associated with that implementation.

Graeme Thistlethwaite, the ICT Shared Services Manager will be attending the meeting and will respond to concerns regarding implementation of both the Agresso software system and IT related audit recommendations.

Purpose of Report – To update the Committee on outstanding internal audit recommendations.

**b. Internal Audit Reports** – Reports of the Internal Auditor. Attached as follows –

- i. Housing Benefits
- ii. Payroll ( two reports )
- iii. Council Tax / NNDR
- iv. Debtors

Purpose of Item – To present internal audit reports, including any which have been assigned either partial, or no assurance level status..

**c. Draft Internal Audit Plan 2013-14** – Further to Minute AC.168(c)/12-13, report of the Corporate Head of Financial Management. Attached.

Purpose of Item – To present and seek approval of the Internal Audit Plan for 2013-14.

**d. Internal Audit 2012-13 : Annual Report** – Report of the Internal Auditor. Attached.

Purpose of Report – To present the Annual Internal Audit Report for 2012/13.

**e. Internal Audit Charter : Review** – Report of the Internal Auditor. Attached.

Purpose of Report – To present and seek approval of the revised Internal Audit Charter.

7. **Statement of Accounts 2012/13 : Preparation** – The Interim Finance Manager will report at the meeting.

Purpose of Item – To enable the Interim Finance Manager to update the Committee on the preparation of the Statement of Accounts 2012/13.

**THE APPENDICES TO ITEM \$8 BELOW IS RECOMMENDED FOR  
EXCLUSION OF THE PUBLIC**

**\$8. Risk Management : Skipton Developments Project** – Further to Minute AC.97/10-11, copy of updated stand alone risk register for the Skipton Developments Project. Attached.

Purpose of Item – To present the updated stand alone risk register for the Skipton Developments Project.

**9. Meetings : Start Time** – The Committee is asked to agree the normal start time for its meetings for the remainder of the current municipal year.

**10. Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

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14<sup>th</sup> June 2013.

**If you would like this agenda or any of the reports listed in a way which is better for you, please telephone 01756 706494.**

#### **Emergency Evacuation Procedure**

**In case of an emergency or if the alarm sounds, leave the meeting room and leave the building using the nearest available door. The assembly point is in the main square at the front entrance. An officer will take a roll call at that point.**

**Members of the Council : Please do not leave without telling the Chairman or the Democratic Services Section's representative.**