



## **Audit and Governance Committee**

**6.30pm on Tuesday, 24<sup>th</sup> September 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 Item numbered 7(a)(iv) 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 the financial or business affairs of any person including the Authority holding that information) 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 24<sup>th</sup> June 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. **Statement of Accounts 2012/13** – The Corporate Head of Financial Management to report at the meeting.

Purpose of Item – To inform the Committee of the position with regard to the audit of the Council's Statement of Accounts 2012-13.

6. **Annual Governance Statement 2012/13** – Report of the Corporate Head of Financial Management. Attached.

Purpose of Item – To present the annual governance statement 2012/13 for approval.

7. **Internal Audit (a) Internal Audit Reports** – Reports of the Internal Auditor. Attached as follows –

- i. Craven Pool : Cash Processes and Sportsoft Procedures.
- ii. IS Data Handling : Members.
- iii. IS Service Desk.
- iv. Belle Vue Square Offices Service Charge (**Excluded from Publication**)

Purpose of Item – To enable the Internal Auditor to present internal audit service reports on the audit areas indicated.

**(b) Implementation of Recommendations** – Report of the Corporate Head of Financial Services. Attached.

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

**(c) Internal Audit Plan 2013-14 Progress Report : Quarter One** – Further to Minute AC. report of the Internal Auditor. Attached.

Purpose of Item – To inform Committee Members about the work undertaken by Internal Audit during April-June 2013.

8. **Risk Management : Register** – Report of the Insurance, Risk and Procurement Manager. Attached.

Purpose of Report – To update Members on risk management changes and developments.

9. **Committee Training** – The Committee is asked to agree a date / the arrangements for a training session covering the roles and responsibilities of the internal auditor and the responsibilities of Audit Committee Members.

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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16<sup>th</sup> September 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.**