



Audit and Governance Committee

6.30pm on Monday, 23rd June 2014
Belle Vue Suite, Belle Vue Offices, Skipton

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

Revised 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 appendix attached to the report at Item 5 below and the reports at Item 6a (all marked \$) 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 (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 24th March 2014.
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. Public Sector Internal Audit Standards Compliance Review – Report of the Corporate Head of Financial Services. Attached.

Purpose of Report – To present the outcome of Mazars LLP’s external validation of the internal audit service’s self assessment. (Minute AC.191(b)/13-14 refers)

6. Internal Audit \$(a) Internal Audit Reports – Reports of the Internal Auditor. Attached as follows –

- i. **\$Benefits**
- ii. **\$Payroll**
- iii. **\$Treasury Management**
- iv. **\$Council Tax and NDR**
- v. **\$Sundry Debtors**

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

(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. Annual Internal Audit Report 2013-14 – Report of the Internal Auditor. Attached.

Purpose of Item – To consider the key findings and conclusions from audit work undertaken in 2013/14 and to give an opinion on the overall adequacy and effectiveness of the Council’s arrangements for risk management and governance and on its internal controls.

d. Annual Review of Effectiveness – Report of the Internal Auditor. Attached.

Purpose of Report – To enable the Committee to consider and approve a report on the effectiveness of Internal Audit as required by the Accounts and Audit Regulations for local authorities.

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

Purpose of Report – To present an updated Charter for approval.

7. Draft Annual Governance Statement 2013-14 – Report of the Corporate Head of Financial Services. Attached.

Purpose of Item – To present the draft Annual Governance Statement for 2013/14 for approval prior to it being signed off by the Chairman of this Committee and the Chief Executive.

8. Contract Procedure Rules : Exemptions – Report of the Corporate Head of Financial Management). Attached.

Purpose of Item – To report on the exemptions granted from the Council’s Contract Procedure Rules from January to June 2014.

9. Risk Management (a) Risk Register – Report of the Corporate Head of Financial Management. Attached.

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

(b) Tour de France – Further to Minute AC.197/13-14, updated copy of the stand alone risk register. Attached.

Purpose of Item – To enable the Committee to receive an update on the position with regard to management of the Tour de France project.

10. **Co-Option of Independent Person** – Further to Minute SEL.73/13-14, the Committee is asked to discuss arrangements for the co-option of an independent person to sit as a non-voting member of this Committee.
11. **Meetings : Start Time** – The Committee is asked to agree the normal start time for its meetings for the remainder of the current municipal year.
12. **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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13 June 2014.

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.