



## **Audit and Governance Committee**

**6.30pm on Monday, 29<sup>th</sup> September 2014**  
**Belle Vue Suite, Belle Vue Offices, Skipton**

**Committee Membership : The Chairman (Councillor Place) and Councillors Barrett, Beck, Jaquin, Moorby, Mulligan, 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 \$12 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 23<sup>rd</sup> June 2014.

Note : Copy of action check sheets for the above meeting and that held on 24<sup>th</sup> March 2014 also attached.

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:**

Note : Cameron Waddell, Director and Rochelle Tribe, Senior Manager, with Mazars the Council's external auditors, will be attending the meeting for Item 5 below.

5. **External Audit : Audit Completion Report** – Report not available.

Purpose of Item – To enable the external auditor to present the Audit Completion report for 2013/14.

6. **Statement of Accounts 2013/14** – Report of the Corporate Head of Financial Management. Attached.

Purpose of Item – To present the Council's Statement of Accounts 2013-14.

7. **Internal Audit Reports** – Attached as follows –

**(a) Implementation of Internal Audit Recommendations** – Reports of the Corporate Head of Financial Management attached as follows.

**i. Frequency of Reporting**

Purpose of Report – To propose a change to the frequency of reporting process against internal audit recommendations to Audit and Governance Committee.

**ii. Monitoring Report**

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

**(b) Internal Audit Plan 2014-15 Progress Report : Quarter One** – 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 Corporate Head of Financial Management. Attached.

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

9. **Review of Tender Limits** - Report of the Corporate Head of Financial Management. Attached.

Purpose of Item – To update Members regarding the review of Contract Procedure Rules.

10. **Review of the Council's Financial Procedure Rules** – Report of the Corporate Head of Financial Management. Attached.

Purpose of Item – To update Members and seek approval for the revised Financial Procedure Rules (FPR's) following recommendations by Internal Audit and other changes.

11. **Internal Audit Service: Future Delivery** – Report of the Corporate Head of Financial Management. Attached

Purpose of Item – To inform Members of the Audit and Governance Committee of the options available to the Council for the delivery of its internal audit function from April 2015.

## **EXEMPT ITEMS**

- \$12. Internal Audit Reports** – Reports of the Internal Auditor. Attached as follows –

- i. Data Protection.
- ii. Payment Card Industry : Data Security Standard 2013/14.
- iii. Creditors.

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

13. **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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21<sup>st</sup> September 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.**