



Audit and Governance Committee

6.30pm on Monday, 10th November 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 Items numbered 8 and 9 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 29th September 2014.

Note : A copy of the action check sheet for the above meeting is 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.).

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| <i>Note of Agenda Item No. and type of Interest to be Declared at this Meeting:</i> |
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Note : A representative of Mazars the Council's external auditors, will be attending the meeting for Item 5 below.

5. **External Audit : Annual Audit Letter 2013-14** – Copy attached.

Purpose of Item – To enable the External Auditor to present the Annual Audit Letter.

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

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

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

(b) **Internal Audit Plan 2014-15 Progress Report : Quarter Two** – Report of the Internal Auditor. Attached.

Purpose of Item – To inform Committee Members about the work undertaken by Internal Audit during July-September 2014.

7. **Amendment to Contract Procedure Rules : Framework Agreements** – Report of the Corporate Head of Financial Management. Attached.

Purpose of Item – To seek approval of minor amendments to Contract Procedure Rules.

EXEMPT ITEMS

\$8. **Internal Audit Reports** – Reports of the Internal Auditor. Attached as follows –

- i. IT Strategic Review.
- ii. Museum / Gallery / Tourist Information Centre. **To follow**
- iii. Officer Expenses

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

\$9. **Belle Vue Square Service Charges** – Report of the Director of Services. **To follow.**

Purpose of Item – To present the Committee with a further report, as requested at Minute AC.199/13-14, on the position with regard to service charges for the Council's Belle Vue Square Offices.

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

Agenda Contact Officer: Chris Waterhouse,
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31st October 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.