



Audit and Governance Committee

6.30pm on Monday, 12th January 2015
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 11 and 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 10th November 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.).

<i>Note of Agenda Item No. and type of Interest to be Declared at this Meeting:</i>
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5. **External Audit : Certification of Grant Claims and Returns 2013/14 Annual Report** – Attached.
- Purpose of Item – To enable the District Auditor to present the Annual Certification of Grant Claims and Returns Report for 2013/14.
6. **Internal Audit** – Reports attached as follows
- (a) **Implementation of Priority One Internal Audit ICT Related Recommendations** – Report of the Strategic Manager – Financial Services.
- Purpose of Report – To update the Committee on Priority One internal audit recommendations outstanding and report on those that have been completed.
- (b) **Internal Audit Plan 2014-15 : Progress Report October / November 2014** – Report of the Internal Auditor.
- Purpose of Item – To inform Committee Members of the work undertaken by Internal Audit during October – November 2014.
7. **Information Services Department** – Further to Minute AC.209/14-15, Interim Head of the Information Services Department to attend and address Members on the issue of staff turnover within the Department bearing in mind concerns regarding data protection.
8. **Procurement Matters and Contract Procedure Rules** – Further to Minute AC.211/14-15, the Strategic Manager – Financial Services will update Members on the position regarding planned updates to the Council's Contract Procedure Rules to reflect changes in European Union Procurement Directives.
9. **Contract Procedure Rules : Exemptions** – Report of the Strategic Manager – Financial Services. Attached.
- Purpose of Item – To report on exemptions granted from the Council's Contract Procedure Rules from July to December 2014.
10. **Polling Districts and Polling Places : Review** – Report of the Returning Officer. Attached.
- Purpose of Item – To report on the outcome of a review of Polling Districts and Polling Places.

EXEMPT ITEMS

- \$11. Internal Audit Reports** – Reports of the Internal Auditor. Attached as follows –
- i. Parking Management and Civil Parking Enforcement
 - ii. Creditor Spend Review 2013/14
 - iii. Motor Workshop
- Purpose of Item – To enable the Internal Auditor to present internal audit service reports on the audit areas indicated.
- \$12. Belle Vue Square : Service Charges** – Further to Minute AC.216/14-15, report of the Director of Services. To follow.

Purpose of Item – To enable the Director of Services to report / provide the clarification requested at Minute AC.216, and respond to points raised by Members in respect of the service charges contract for the Council's accommodation at Belle Vue Square, Skipton.

- 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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24th December 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.