

CRAVEN DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE

Action Check Sheet for Meeting held on 12 January 2015

For the attention of:- Nicola Chick, Martin Helm, Claire Hudson, Rebecca Steel, Paul Ellis, Hazel Smith, Andrew Mather and Paul Florentine Copies to all Committee Members, Paul Shevlin, Annette Moppett, Cameron Waddell and Rochelle Tribe for information.

<u>Minute No</u>	<u>Decision</u>	<u>Officer</u>
AC.221a	Internal Audit	
	Recommendations Database	
	- Priority One audit recommendations completed as presented at Appendix B to the monitoring report approved.	R Steel
AC.223 / 224.	Audit Reports	
	- monitor implementation of outstanding recommendations through the arrangements approved at Minute AC.209(b)/14-15.	R Steel
	- Parking Management and Civil Parking Enforcement Report : Auditor requested to establish whether any income may have been lost.	M Helm
	- Internal Audit requested to include a review of contract performance in the 2015/16 Audit Plan.	N Chick / M Helm
	- for the Motor workshop look at charges for private MOTs and whether offering this service is cost effective. (members questioned whether we might actually be making a loss.)	C Hudson / P Florentine
AC.221	Contract Procedure Rules Updates	
	- report noted, Members to be sent information on the Council's contract register - undertaking given to provide the information which was published on the Council's website. (information provided. (report to committee when updated European Procurement Directive published)	C Hudson
AC.225	Belle Vue Square Service Charges	
	- report noted; circulate breakdown of maintenance charges to Committee Members.	H Smith / P Ellis
AC.226	Review of Polling Districts and Places	
	- following recommendations put to Council – 24 February	A Mather
	(a) adopt the schedule at Appendix 2 of the report in so far as it relates to the designation of polling districts and polling places for the Craven District with the following amendments:	
	Skipton North District Ward	

	<p>Skipton North 1 Polling Station be amended to [TO BE INSERTED]</p> <p>Skipton North 2 Polling Station be amended to Town Hall, Skipton</p> <p>Subject to consideration of any comments from Skipton Town Council the polling district boundary between SKN1 and SKN2 be amended to transfer Raikes Road, Raikes Avenue, Tarn Moor Crescent and Ridgeway from SKN1 to SKN2.</p> <p>(b) For the schedule to be adopted with effect from February 2015.</p> <p>(c) delegate authority to:</p> <p>(i) the Audit and Governance Committee to make any changes to Polling Places in the period to 2018, when the next review will be implemented; and</p> <p>(ii) the Returning Officer to make temporary changes to Polling Places during an election period; that is the period between the publication of the Notice of Election and the completion of the count</p>	
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No action required

- **Certification of Grant Claims : External Audit report accepted.**
- **Internal Audit Plan 2014/15 Progress : Report noted.**
- **Information Services Department : Report noted.**
- **Contract procedure Rules Exemption : Report noted.**