

AUDIT AND GOVERNANCE COMMITTEE

12th January 2015

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

Officers – Chief Executive, Director of Services, Strategic Manager for Financial Services, Solicitor to the Council, VFM and Improvement Manager, ICT Shared Service Manager, Waste and Recycling Manager, Asset and Project Manager and Members Services Manager. Martin Helm, Internal Audit Service : Audit Manager was also in attendance.

Apologies for absence were received from Councillor Whaites. Apologies had also been received from Cameron Waddell and Rochelle Tribe of the Council's External Auditors Mazars LLP.

Start: 6.30pm

Finish: 8.50pm

The Chairman welcomed Greg Robinson, who subject to approval by Council, would be joining the Audit and Governance Committee as an Independent Member from the next meeting.

The minutes of the Committee's meeting held on 10th November 2014 were confirmed and signed by the Chairman.

Exclusion of the Public

Resolved – That in accordance with the Council's Access to Information Procedure Rules, the public is excluded from the meeting during consideration of Minutes AC.224 and AC.225 (marked\$) on the grounds that it is not in the public interest to disclose Category 3 (financial or business affairs of any particular person including the Council) exempt information therein.

Minutes for Report

AC.218 **EXTERNAL AUDIT : CERTIFICATION OF GRANT CLAIMS AND RETURNS 2013/14 ANNUAL REPORT**

The External Auditor submitted a copy of his annual report regarding the certification of claims and returns associated with grants or subsidies received by the Council in 2013/14.

In 2013/14 the External Auditor had not certified any claims which required assessment of the Council's control environment. Only one claim, Housing Benefit subsidy had been certified in 2013/14 with a qualification letter.

Total fees charged for the certification work had amounted to £12,716 plus VAT, compared to £15,750 plus VAT in 2012/13.

Resolved – That the annual External Auditor's report in respect of certification of the Council's grant claims and returns in 2013/14 is accepted.

AC.219 **INTERNAL AUDIT**

a) **Implementation of Priority One Internal Audit Recommendations**

The Strategic Manager-Financial Services submitted a report updating committee members on

Priority One internal audit recommendations. In response to member questions the ICT Shared Services Manager provided a verbal update on the 'amber' recommendations.

(Members thanked Heather Eagland for her hard work in implementing ICT related internal audit recommendations since her appointment.)

Resolved – (1) The progress of outstanding Priority One recommendations in Appendix A is noted.

(2) The completion of Priority One recommendations in Appendix B is noted and approved.

(b) Internal Audit Plan 2014-15 : Progress Report October / November 2014

Further to Minute AC.209(c)/14-15, the Internal Audit Manager submitted a report updating the Committee on progress made on the 2014/15 Internal Audit Plan since the last meeting.

As at the end of November 2014 a total of 169 days had been spent on audit work for Craven against an overall provision of 250 days

Resolved – That the content of the Internal Audit Manager's report and progress against the current internal audit plan and audit service improvement plan is noted.

AC.220

INFORMATION SERVICES DEPARTMENT

The ICT Shared Services Manager presented a verbal report updating the Committee on staffing matters within the Information Services Department. It was reported that staffing at Craven was stable and that staff were managing the service desk workload.

Resolved – That the report is noted.

AC.221

PROCUREMENT MATTERS AND CONTRACT PROCEDURE RULES

Further to Minute AC.211/14-15, the Strategic Manager – Financial Services updated Committee on the position regarding planned updates to the Council's Contract Procedure Rules to reflect changes in European Union Procurement Directives. It was reported that proposed changes to rules had not yet come through. Reforms arising from the Lord Young report may also have implications for the Council and would be kept under review.

Councillor Beck requested that Members were sent information on the Council's contract register and the VFM and Improvement Manager undertook to provide the information which was published on the Council's website.

Resolved – That the report is noted.

AC.222

CONTRACT PROCEDURE RULES : EXEMPTIONS

The Strategic Manager – Financial Services submitted a report presenting a summary of exemptions granted from the Council's Contract Procedure Rules in the period July to December 2014. Five exemptions had been granted in the period.

Resolved – That the report is noted.

AC.223

INTERNAL AUDIT REPORT - CREDITOR SPEND REVIEW 2013/14

The Internal Audit Manager submitted a report presenting the outcome of a review of creditor spend on the Agresso System for 2013/14 identifying the creditors with whom the Council spent the most money. The auditor had determined whether competitive tenders had been obtained in accordance with legislation and following the Council's Contract Procedure Rules. The review had also examined compliance with the Government's transparency agenda.

The audit had been given a partial level of assurance as the key control objectives were not consistently in place for the sample of 2013/14 creditor spend. The review had identified some improvements which could be made. Those improvements were being addressed through agreed actions, and progress on implementation would be reported in due course.

Resolved - That the report is noted and accepted.

\$AC.224

INTERNAL AUDIT

\$a. Internal Audit Reports

The Internal Auditor presented copies of the audit reports listed below, which had been commissioned as part of the 2014/15 Internal Audit Plan.

- Parking Management and Civil Parking Enforcement
- Motor Workshop

Resolved – (1) That the reports of the Internal Auditor now presented are received and that implementation of outstanding recommendations therein are monitored through the arrangements approved at Minute AC.209(b)/14-15.

(2) That in respect of the Parking Management and Civil Parking Enforcement Report that the Auditor be requested to establish whether any income may have been lost.

(3) That Internal Audit is requested to include a review of contract performance in the 2015/16 Audit Plan.

\$AC.225

BELLE VUE SQUARE : SERVICE CHARGES

Further to Minute AC.216/14-15, the Director of Services submitted a report providing further clarification on queries raised by Members on the service charge arrangements for the Council's offices at Belle Vue Square following the report to this committee on 10th November 2014.

Resolved - (1) That the report is noted.

(2) That a breakdown of maintenance charges is circulated to Members.

Minutes for Decision

AC.226

POLLING DISTRICTS AND POLLING PLACES : REVIEW

Further to Minute CL.632, the Chief Executive as Returning Officer for the Craven District

submitted recommendations arising from the review of Polling Districts and Polling Places carried out under the provisions of the Electoral Administration Act 2006 (as amended). The report set out comments received during consultation and proposed changes to the designation of polling districts and polling places.

It was also reported that a further proposal had been received to amend the boundary between polling districts SKN1 and SKN2 in the Skipton North ward which was supported by ward councillors but for which further consultation with the Skipton Town Council was required. Several possible polling station locations were still under consideration for the Skipton wards.

Resolved (1) That the comments received in the course of the review are noted.

Recommended (2) That Council is recommended to:

(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

Skipton North 1 Polling Station be amended to [TO BE INSERTED]

Skipton North 2 Polling Station be amended to Town Hall, Skipton

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.

(b) For the schedule to be adopted with effect from February 2015.

(3) That Council is recommended to delegate authority to:

(a) 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

(b) 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

Chairman.