



Audit and Governance Committee

6.30pm on Monday, 22nd June 2015
Belle Vue Suite, Belle Vue Offices, Skipton

The Chairman (Councillor Harbron) and Councillors Barrett, Baxandall, Brockbank, Dawson, Hull, Madeley, Lis and Place. Independent Person Mr G Robinson.

AGENDA

1. **Apologies for absence**
2. **Confirmation of Minutes** of meeting held on 30th March 2015. 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.)

Note of Agenda Item No. and type of Interest to be Declared at this Meeting:

5. **Internal Audit (a) Internal Audit Reports** – Reports of the Internal Auditor. Attached as follows :-
 - i. Council Tax and Non Domestic Rates
 - ii. Benefits
 - iii. Payroll

Purpose of Item – To present internal audit reports, including any which have been assigned either partial, or no assurance level status.

(b) Implementation of Recommendations : Six Monthly Monitoring Report – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

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

(c) Annual Internal Audit Report 2014-15 – Report of the Internal Auditor. Attached.

Purpose of Item – To consider the key findings and conclusions from audit work undertaken in 2014/15 and to give an opinion on the overall adequacy and effectiveness of the Council's arrangements for risk management and governance and on its internal controls.

(d) Annual Review of Effectiveness – Report of the Internal Auditor. Attached.

Purpose of Report – To enable the Committee to consider and approve a report on the effectiveness of Internal Audit as required by the Accounts and Audit Regulations for local authorities.

6. **Draft Annual Governance Statement 2014-15** – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Item – To present the draft Annual Governance Statement for 2014/15 for approval prior to it being signed off by the Chairman of this Committee and the Chief Executive.

7. **Risk Management : Skipton Town Hall** – Copy of the risk register for the Town Hall Project presented to this Committee in March 2015. Attached.

Purpose of Item – As requested at Minute AC.228/14-15, Lead Member and Lead Officer for the Town Hall Project will be attending to discuss the Project's stand alone risk register, in particular the next phase(s) of the project. Attached.

8. **Contract Procedure Rules : Exemptions** – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Item – To report on the exemptions granted from the Council's Contract Procedure Rules in the period January 2015 to June 2015.

9. **Committee Training** – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Report – To seek views on a proposed training plan for Members of the Audit and Governance Committee.

10. **Meetings : Start Time** – The Committee is asked to agree the normal start time for its meetings for the remainder of the current municipal year.

11. **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,
Tel. 01756 706235
e-mail : cwaterhouse@cravencd.gov.uk
12 June 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.

Committee Terms of Reference

(a) In relation to internal and external audit activities, to:

- draw together the key components of corporate governance in relation to audit; promoting internal control, focusing audit resources and monitoring the management and performance of the providers of Internal Audit Services;
- consider the Annual Report and Opinion from Internal Audit, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements;
- consider summaries of specific internal audit reports focusing on those areas that receive 'limited assurance';
- consider a report from Internal Audit on the implementation status of agreed recommendations;
- consider the External Auditor's Annual Letter, relevant reports, plans, and report to those charged with governance;
- consider specific reports as agreed with the External Auditor;
- comment on the scope and depth of External Audit work and to ensure it gives value for money;
- liaise with the Audit Commission over the appointment of the Council's External Auditor; and
- approve the annual work programmes for Internal and External Audit and, in exceptional cases, to have the ability to commission work directly from audit providers.

(b) In relation to the Council's regulatory framework, to:

- ensure the effective development and operation of corporate governance within the Council and to maintain the Council's Constitution : the Standards Committee to be consulted on the review of any codes and protocols that relate to the ethical framework;
- review issues referred to it by the Chief Executive, Director, Corporate Head or any Council body;
- approve the corporate risk management framework in accordance with the Risk Management Strategy and Policy Statement; and monitor the effective development and operation of the risk management process: make any necessary changes to the process, including any recommendations for changes to the Strategy and Policy Statement;
- monitor Council policies on 'Whistle-blowing' and the Anti-fraud and Anti-corruption strategy;
- monitor progress on implementation of Internal Audit recommendations;
- oversee the production of the authority's Statement on Internal Control and to recommend its adoption to the Policy Committee / Council;
- consider the Council's arrangements for corporate governance and agreeing

necessary actions to ensure compliance with best practice; and

- consider the Council's compliance with its own and other published standards and controls.

(c) In relation to the Council's Financial Statements / Accounts, to:

- review and approve the annual Statement of Accounts, including whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Policy Committee / Council
- consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

(d) Under Part 4 (Parishes), Chapter 3 (Reorganisation) of the Local Government and Public Health Act 2007 (and any amending legislation):

- to be responsible for conducting community governance reviews within the District.

Recording at Council Meetings

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to

(i) the recording being conducted with the full knowledge of the Chairman of the meeting; and

(ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.