



## Audit and Governance Committee

6.30pm on Tuesday, 29<sup>th</sup> September 2015  
Belle Vue Suite, Belle Vue Offices, Skipton

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

### AGENDA

**Training – As previously agreed, arrangements have been made for the Strategic Manager Financial Services and Section 151 Officer to deliver a short training session prior to the start of this meeting on financial reporting / understanding the Council’s accounts. Members are asked to arrive by 5.30pm.**

1. **Apologies for absence**
2. **Confirmation of Minutes** of meeting held on 22<sup>nd</sup> June 2015.  
  
Note : Copy of action check sheet for the above meeting 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 15 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.

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. When declaring interests under Appendix B or Paragraph 15 of the Code, Members may stay in the meeting, but not vote and speak only if members of the public are also allowed to speak at the meeting,)

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

Note : A representative of Mazars, the Council's external auditors, will be attending the meeting for Item 5 below.

5. **External Audit : Audit Completion Report** – Report of the External Auditor. Attached.

Purpose of Item – To enable the external auditor to present the Audit Completion report for 2014/15.

6. **Statement of Accounts 2014/15** – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Item – To present the Council's Statement of Accounts 2014-15.

7. **Information Governance Project** – Further to Minute AC.232(b)/15-16 the ICT and Transformation Manager and the Information Governance Officer will be attending the meeting to brief the Committee on the position reached with the Information Governance Project.

Purpose of Item – To update the Committee on the position reached with implementation of the Information Governance Project.. Note : Item 8 below also refers.

8. **Internal Audit Priority One Recommendations : Implementation** – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Report – To update the Committee on the position in respect of outstanding Priority One internal audit recommendations.

9. **Contract Procurement Rules : Review** – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Item – To review, in part, the Council's Contract Procedure Rules.

10. **Appointment of Working Group : Financial Delegation to Officers** – Report of the Solicitor to the Council and Monitoring Officer. Attached.

Purpose of Item – To commence a review of the level of financial delegation to officers.

11. **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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21<sup>st</sup> September 2015.

### **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.

### **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.