



## Audit and Governance Committee

6.30pm on Monday, 9<sup>th</sup> November 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

**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 **Item number 9 and also Appendix A to Item 8** 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 29<sup>th</sup> September 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 Council's Code of Conduct, or “**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.

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:**

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

Purpose of Item – To enable the External Auditor to present the Annual Audit Letter 2014/15.

6. **Internal Audit**

a. **Internal Audit Reports** – Reports of the Internal Auditor. To follow :-

- i. Belle Vue Square Service Charge
- ii. Transparency

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

b. **Outstanding Internal Audit Recommendations**

i. **Review** – Further to Minute AC.238/15-16, Strategic Manager Financial Services and Section 151 Officer to report at the meeting on progress to date in reviewing the list of outstanding audit recommendations presented to this Committee with a view to identifying and removing those which carry a low level of risk.

ii. **Information Governance Project** – ICT and Transformation Manager to report at the meeting. At Minute AC.237/15-16, a further update was requested on progress with the Information Governance Project and establishing revised implementation dates for outstanding IT related audit recommendations.

Purpose of Item – To enable officers to report on progress as requested at the Committee's last meeting.

c. **Internal Audit Plan 2015-16 Progress Report** – Report of the Internal Auditor. To follow.

Purpose of Item – To inform Committee Members about the work undertaken by Internal Audit in the period commencing 1<sup>st</sup> April 2015.

7. **Contract Procedure Rules : Exemption** – Report of the Waste and Recycling Manager. Attached.

Purpose of Item – To request an exemption on grounds other than 6.3 (a) to (e) within the Contract Procedure Rules to procure a small mechanical sweeper as part of the Council's vehicle replacement programme.

- \$8. **Regulation of Investigatory Powers Act** – Report of the Solicitor to the Council and Monitoring Officer. Attached. (Appendix A exempt from publication)

Purpose of Item – To inform the Committee on the Council's use of covert surveillance under the Regulation of Investigatory Powers Act 2000 and to provide feedback on the recent inspection from the Office of Surveillance Commissioners.

- \$9. **Risk Management Register** – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Report – To update the Committee on corporate risk management changes.

- 10. 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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30<sup>th</sup> October 2015.

**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.

### **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.