



Audit and Governance Committee

6.30pm on Monday, 11th January 2016
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.

Training – As previously agreed, arrangements have been made for the Internal Audit Services Manager to deliver a short training session prior to the start of this meeting on the role of Internal Audit. Members are asked to arrive by 5.30pm.

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 Items 7 and 8 below (Marked \$) 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 9th November 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. Internal Audit

a. Internal Audit Reports – Reports of the Internal Auditor. Attached as follow:–

- i. Bereavement Services.
- ii. Building Control.
- iii. Grants.

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

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

Purpose of Item – To update committee members on priority one internal audit recommendations outstanding.

6. Contract Procedure Rules : Exemptions Granted – Report of the Strategic Manager Financial Services and Section 151 Officer. **To follow.**

Purpose of Report – To report on exemptions granted from the Council’s Contract Procedure Rules.

\$7. Contract Procedure Rules : Exemptions Requested – Reports attached as follows:-

\$a. Works to 17/19 High Street, Skipton – Report of the Director of Services (**to follow**).

Purpose of Report – To request an exemption on grounds other than 6.3 (a) to (e) within the Contract Procedure Rules to undertake landlord works to 17/19 High Street, Skipton.

\$b. Engineering Support : Exemption from Contract Procedure Rules – Report of the Strategic Manager for Planning and Regeneration (**to follow**).

Purpose: To request an exemption from the Contract Procedure Rules to enter into an arrangement with Pendle Borough Council for the provision of civil engineering services.

\$8. Corporate Risk Register – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Report – To update the Committee on corporate risk register changes and action plan progress.

9. 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,
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24th December 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.