

Audit and Governance Committee

6.30pm on Tuesday, 5th April 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 External Auditor, Cameron Waddell, to deliver a short training session prior to the start of this meeting on the role of External Audit. Committee 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 numbered 10, 11, 12a and 12b 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. <u>Apologies for absence</u>
- 2. <u>Confirmation of Minutes</u> of meeting held on 11th January 2016

Note : Copy of action check sheet for the above meeting also attached.

- **3.** <u>**Public Participation**</u> 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. <u>Declarations of Interest</u> 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. <u>External Audit : Audit Strategy Memorandum 2015/16</u> – Report of the External Auditor. Attached.

Purpose of Item – To enable the External Auditor to present the Audit Strategy Memorandum for 2015-16.

6. <u>Proposal for Sector-Led Body for Appointment of External Auditors</u> – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Item – To inform the Committee of the Local Government Association's proposal that Public Sector Audit Appointments Limited (PSAA) is appointed as the sector led body to procure future external audit contracts for local government.

7. Internal Audit

a. <u>Outstanding Internal Audit Recommendations</u> – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

Purpose of Item – To update the Committee on priority one internal audit recommendations outstanding.

b. <u>Internal Audit Plan 2015-16 Progress Report</u> – Report of the Audit Services Manager. Attached.

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

c. <u>Draft Internal Audit Plan 2016-17</u> – Report of the Audit Services Manager. Attached.

Purpose of Item – To provide the proposed Internal Audit Plan for 2016/17 for consideration and approval.

8. <u>Information Management and Governance Strategy</u> – Report of the ICT and Transformation Manager. Attached.

Purpose of Item – To seek the approval of the Audit and Governance Committee for the Information Management and Governance Strategy and associated delivery plan.

9. <u>Scheme of Delegation to Officers</u> – Report of the Solicitor to the Council and Monitoring Officer. Attached.

Purpose of Item – To present to the Committee the recommendation of the Financial Delegation to Officers Working Group

\$10. Contract Procedure Rules : Exemption – Report of the Communications and Partnerships Manager. Attached.

Purpose of Item – To request an exemption on grounds other than 6.3 (a) to (e) within Contract Procedure Rules to procure the same event management company to deliver Skipton Cycle Races the Council used last year.

\$11. <u>Corporate Risk Register</u> – Report of the Strategic Manager Financial Services and Section 151 Officer. Attached.

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

- \$12 Internal Audit Reports Reports of the Internal Auditor. Attached as follows:-
 - \$a. Physical Security of IT Equipment and Data.
 - \$b. Card Payments : Data Security Standard.

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

13. 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@cravendc.gov.uk 24 March 2016.

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.