

AUDIT AND GOVERNANCE COMMITTEE

30 October 2018

Present – The Chair (Councillor Harbron) and Councillors Brockbank, Brown, Hull, Lis, Place and Whitaker.

Independent Person – Greg Robinson

Officers – Chief Executive, Chief Finance Officer (s151 Officer), Solicitor to the Council and Monitoring Officer, Planning Manager and Democratic Services Manager.

Apologies for absence were received from Councillors Barrett and Mercer.

Start: 6.30pm

Finish: 7.40pm

The minutes of the meeting held on 4 September 2018 were approved as a correct record and signed by the Chair.

Exclusion of the Public –

Resolved – That, in accordance with the Council's Access to Information Procedure Rules, the public is excluded from the meeting during consideration of Minute AC.328 (b) on the grounds that it is not in the public interest to disclose Category 3 exempt information (financial or business affairs of any particular person including the Council).

Minutes for Report

AC.326

EXTERNAL AUDIT: ANNUAL AUDIT LETTER

A report was submitted by Mazars, which presented the Annual Audit Letter for the year ended 31 March 2018.

The Chair welcomed the following representatives to the meeting:

- Karen Murray, Engagement Lead, Public Services Audit, Mazars
- Daniel Watson, Engagement Manager, Public Services Audit, Mazars.

The Annual Audit Letter summarised the work and findings of the 2017/18 audit and key messages arising from the audit of the Council's financial statements. It was reported that the Council continued to make good progress in addressing the financial challenges from public sector austerity, although it faced further challenges in future years.

Resolved – That the Annual Audit Letter for 2017/18 is received and noted.

AC.327

INTERNAL AUDIT PROGRESS REPORT

The Chief Finance Officer (s151 Officer) submitted a report which presented an update on progress made against the 2018/19 Internal Audit plan up to 30 September 2018. The report also updated Members on recruitment of the Audit Services Manager.

It was advised that the Audit Services Manager post had been vacant since 30 August 2018. Interim arrangements were in place and a permanent post was being advertised shortly.

Resolved – That the contents of the report and appendices is noted.

AC.328

INTERNAL AUDIT

a. **Implementation of Recommendations**

The Chief Finance Officer (s151 Officer) submitted a report which presented an update on implementation of internal audit recommendations. This included Priority One internal audit recommendations outstanding, all those completed in the period and a summary of the recommendations that had not yet been cleared.

Resolved – That the position in respect of implementation of internal audit recommendations is noted.

b. **Audit Services Report**

An Audit Services Report was submitted in relation to Software Asset Management. A good level of assurance was reported.

Resolved – That the outcome of the Audit Services Report in relation to Software Asset Management is noted.

AC.329

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Chief Executive (Returning Officer) submitted a report which presented an update on a Review of Polling Districts and Polling Places for the Craven District.

The Chief Executive (Returning Officer) reported that some representations had been received, which were to be reported back to Audit and Governance Committee as part of the review process.

Resolved – That the contents of the report and appendices be noted.

AC.330

REGULATION OF INVESTIGATORY POWERS ACT 2000

The Solicitor to the Council and Monitoring Officer submitted a report which presented an update on the Council's use of covert surveillance under the Regulation of Investigatory Powers Act 2000. The report also provided an update on a recent desktop inspection undertaken by the Investigatory Powers Commissioner's Office.

Resolved – That the contents of the report and appendices be noted.

Minutes for Decision

AC.331

REVISED PLANNING SCHEME OF DELEGATION

The Solicitor to the Council and Monitoring Officer submitted a report which invited the Committee to consider revisions to the Planning Scheme of Delegation, subject to reference to Full Council for final approval.

The Democratic Services Manager advised that the Planning Committee had initially considered the Revised Planning Scheme of Delegation at its meeting on 29 August 2018. A further report had been submitted to Planning Committee on 24 September 2018, to approve an amendment to the Revised Scheme in relation to Ward Member Referrals. It was advised that as part of the approval process, the Council's Constitution included a requirement that the Revised Scheme was presented to Audit and Governance Committee before reference to Full Council for final approval.

The key areas of discussion were:

- Clarification sought regarding the timescale for Parish Councils to respond to planning applications. The Planning Manager advised that there was a 21 day notification period for Parish Councils to respond. It was acknowledged that there may be occasions when Parish Councils met outside of the notification period. Parish Councils were urged to contact Planning Services if they anticipated an issue with submitting a response.
- Confirmation that Parish Councils were to be notified about the Revised Scheme once it had been approved by Full Council.
- Departure applications and the role of Ward Members in highlighting issues with the Case Officer.

Members were advised there was an opportunity for further consideration and debate of the Revised Scheme at the December Council meeting.

Recommended – That the Committee approves the revised Planning Scheme of Delegation, subject to reference to Full Council for final approval.

(Councillor Brown wished it to be recorded that he abstained from the vote)

Chairman.