



**Audit & Scrutiny Committee**  
**Thursday 13 April 2017 at 6.30pm**

Present: Councillors P Madeley (Chairman), G Bell, Mrs. W Clark, C Clark, Mrs. P Heseltine, E Jaquin and J Kerr.

Officers: Dave Parker (Chief Officer) and Wendy Allsopp (Committee Services Officer).

1. To accept representations from the Public between 6.30pm and 6.45pm.

None

2. To accept apologies for absence.

No apologies.

Councillor M Emmerson – absent.

3. To record declarations of pecuniary and non-pecuniary interests in items on the agenda.

Councillor Kerr declared a non-pecuniary interest with regard to agenda item 5 as he is a client of Windle and Bowker Chartered Accountants.

Councillor Bell declared a non-pecuniary interest with regard to agenda item 12 as he is a former member of the Royal British Legion Skipton branch.

4. To consider the recommendations of the Chief Officer relating to requests for dispensations to Members on items requiring a declaration of pecuniary and non-pecuniary interests.

None.

5. To approve the minutes from the previous meeting held on 9 February 2017.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on 9 February 2017 as a true and accurate record of what transpired at that meeting subject to the following amendment: Councillor Chris Clark would attend the annual meeting with the Internal Auditor before the audit procedure.

6. To report information arising from the minutes of items not on the agenda from Members and the Chief Officer.

None.

7. To undertake the annual review of the Council's Risk Management procedures.

Members reviewed the Risk Management Schedule and **RESOLVED** that it should be submitted to Full Council for approval with the following amendments:

- Delete "Chief Officer, Estate Manager, Town Centre Manager or Resources Manager" and replace with "senior staff".
- Insert "a robust recruitment process and" between "subject to" and "appropriate references". Add "followed by a probationary period" after "being obtained".
- With regard to the Company Charge Card delete "of any sudden increased activity" and replace with "the Audit and Scrutiny Committee via the Resources Manager, of any sudden increased activity." Delete "Audit and Scrutiny Committee check" and replace with "Financial Transactions Working Group checks."

It was further **RESOLVED** to record that the Audit and Scrutiny Committee regularly reviews Petty Cash and salary payments.

Members **RECOMMENDED** that:

- A list should be compiled of what the Financial Transactions Working Group do;
- A panic button should be installed in the reception to the Council offices and;
- The Health and Safety policy should be reviewed and compared with the Risk Management procedure to include the Council's duty of care to staff.

8. To consider an urgent amendment to the Council's Internal Audit procedure.

It was **NOTED** that new legislative guidance needs to be adhered to with regard to the Internal Audit procedure.

9. To discuss a review of the Council's Committee Structure.

After a brief discussion it was agreed that the Committee structure, and remits, need to be amended as soon as possible to fit in with the Council’s current needs.

It was agreed that Members should submit their thoughts to the Chief Officer for him to submit a report to Full Council.

- 10. To consider any Freedom of Information requests/ complaints/ compliments received by the Council and to note any updates on progress with current ongoing complaints.

None.

- 11. To consider excluding press and public for consideration of item 12 on the grounds that it relates to confidential matters.

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable and in the public interest that the press and public be asked to withdraw.

The Chief Officer left the meeting at 7.50 pm.

- 12. To consider and report back on progress regrading two ongoing complaints.

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- 13. To consider any reports from the Financial Transactions Monitoring Group concerning the Council’s Bank Reconciliations and/or invoices.

It was **NOTED** that there was no update at present.

- 14. To receive notification on matters that Members would like included on a future agenda.

Committee Structure

Meeting Closed at 8.14 pm

Chairman: .....

Signature: .....

