

# Agenda

**Meeting: Audit Committee**

**Venue: Brierley Room, County Hall,  
Northallerton**

**Date: Thursday 3 December 2015 at 1.30pm**

**Note: Members are invited to attend an  
informal meeting with  
representatives of KPMG (External  
Audit) at 1pm in the Brierley Room**

Recording is allowed at County Council, committee and sub-committee meetings which are open to the public. Please give due regard to the Council's protocol on audio/visual recording and photography at public meetings, a copy of which is available to download below. Anyone wishing to record is asked to contact, prior to the start of the meeting, the Officer whose details are at the foot of the first page of the Agenda. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive. <http://democracy.northyorks.gov.uk>

## Business

1. **Minutes of the meeting held on 24 September 2015.**

(Pages 1 to 8)

2. **Public Questions or Statements.**

Members of the public may ask questions or make statements at this meeting if they have given notice to Ruth Gladstone of Democratic Services (*contact details below*) by midday on Monday 30 November. Each speaker should limit themselves to 3 minutes on any item. Members of the public who have given notice will be invited to speak:-

- at this point in the meeting if their questions/statements relate to matters which

Enquiries relating to this agenda please contact Ruth Gladstone **Tel: 01609 532555**  
Fax: **01609 780447** or e-mail [ruth.gladstone@northyorks.gov.uk](mailto:ruth.gladstone@northyorks.gov.uk)  
[www.northyorks.gov.uk](http://www.northyorks.gov.uk)

are not otherwise on the Agenda (subject to an overall time limit of 30 minutes);

- when the relevant Agenda item is being considered if they wish to speak on a matter which is on the Agenda for this meeting.

If you are exercising your right to speak at this meeting, but do not wish to be recorded, please inform the Chairman who will instruct those taking a recording to cease while you speak.

- 3. Progress on Issues Raised by the Committee** – Joint report of the Corporate Director – Strategic Resources and the Assistant Chief Executive (Legal and Democratic Services).  
(Pages 9 to 10)
- 4. Contract Management** - Report of the Corporate Director – Strategic Resources.  
(Pages 11 to 16)
- 5. Review of Contract Procedure Rules** - Report of the Corporate Director – Strategic Resources.  
(Pages 17 to 79)
- 6. Audit Committee Terms of Reference** - Report of the Corporate Director – Strategic Resources.  
(Pages 80 to 83)

**Item 7 will be considered at 2.15pm, or as soon as possible after 2.15pm**

- 7. Internal Audit Work and Related Internal Control Matters for the Business and Environmental Services Directorate:-**
  - (a) Report of the Head of Internal Audit.  
(Pages 84 to 91)
  - (b) Report of the Corporate Director – Business and Environmental Services.  
(Pages 92 to 116)
- 8. Progress on 2015/16 Internal Audit Plan** - Report of the Head of Internal Audit.  
(Pages 117 to 121)
- 9. Risk Management – Progress Report** - Report of the Corporate Director – Strategic Resources.  
(Pages 122 to 144)
- 10. Programme of Work** – Report of the Corporate Director – Strategic Resources.  
(Page 145)
- 11. Other business which the Chairman agrees should be considered as a matter of urgency because of special circumstances.**

Barry Khan  
Assistant Chief Executive (Legal and Democratic Services)

County Hall  
Northallerton

25 November 2015

**Notes:**

- (a) Members are reminded of the need to consider whether they have any interests to declare on any of the items on this agenda and, if so, of the need to explain the reason(s) why they have any interest when making a declaration.

The relevant Democratic Support Officer or Monitoring Officer will be pleased to advise on interest issues. Ideally their views should be sought as soon as possible and preferably prior to the day of the meeting, so that time is available to explore adequately any issues that might arise.

- (b) **Emergency Procedures for Meetings**

**Fire**

The fire evacuation alarm is a continuous Klaxon. On hearing this you should leave the building by the nearest safe fire exit. From the **Grand Meeting Room** this is the main entrance stairway. If the main stairway is unsafe use either of the staircases at the end of the corridor. Once outside the building please proceed to the fire assembly point outside the main entrance

Persons should not re-enter the building until authorised to do so by the Fire and Rescue Service or the Emergency Co-ordinator.

An intermittent alarm indicates an emergency in nearby building. It is not necessary to evacuate the building but you should be ready for instructions from the Fire Warden.

**Accident or Illness**

First Aid treatment can be obtained by telephoning Extension 7575.

# AUDIT COMMITTEE

## 1. Membership

<b>County Councillors (8)</b>							
	<i>Councillors Names</i>				<i>Political Party</i>		
1	ATKINSON, Margaret (Vice Chairman)				Conservative		
2	BAKER, Robert				Conservative		
3	BROADBENT, Eric				Labour		
4	CLARK, Jim				Conservative		
5	FORT, John BEM				Conservative		
6	GRANT, Helen				NY Independent		
7	HOULT, Bill				Liberal Democrat		
8	JORDAN, Mike (Chairman)				Conservative		
<b>Members other than County Councillors (3)</b>							
1	PORTLOCK, David						
2	MARSH, David						
3	Vacancy						
<b>Total Membership – (11)</b>				<b>Quorum – (3 ) County Councillors</b>			
Con	Lib Dem	NY Ind	Labour	Liberal	UKIP	Ind	Total
5	1	1	1	0	0	0	

## 2. Substitute Members

<b>Conservative</b>		<b>Liberal Democrat</b>	
	<i>Councillors Names</i>		<i>Councillors Names</i>
1	HARRISON-TOPHAM, Roger	1	De COURCEY-BAYLEY, Margaret-Ann
2	SANDERSON, Janet	2	
3	METCALFE, Chris	3	
4		4	
5		5	
<b>NY Independent</b>		<b>Labour</b>	
	<i>Councillors Names</i>		<i>Councillors Names</i>
1	BLACKIE, John	1	SHAW-WRIGHT, Steve
2	JEFFERSON, Janet	2	
3		3	
4		4	
5		5	