

## Minutes

### Special Audit Committee

- Venue: Committee Room
- Date: 14 May 2014
- Present: Councillor C Pearson (Chair), Councillor Mrs C Mackman (Vice Chair); Councillor J Cattanach; Councillor I Nutt, Councillor S Ryder, Councillor J Crawford (substituting for Councillor Mrs D Davies and Councillor M Jordan (substituting for Councillor M Dyson)
- Apologies for Absence: Councillor M Dyson, Councillor J McCartney and Councillor R Price
- Officers Present: Karen Iveson, Executive Director (S151), Gillian Marshall, Solicitor to the Council and Richard Besley, Democratic Services

#### 1. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 2. CHAIR'S ADDRESS

The Chair welcomed those present to the special meeting of the Audit Committee, called to consider how the Committee would consider forthcoming changes to the Council's Constitution and re-organisation.

The Chair reminded the Committee that there would be a training session on Fraud, held at the 18<sup>th</sup> June meeting

### 3. **Start Times of Meeting**

#### **RESOLVED:**

**To commence Audit Committee meetings at 5:00pm for the 2014/15 municipal year**

### 4. **A/14/01 – Review of the Constitution**

Presenting the report, the Solicitor to the Council, Gillian Marshall, reminded the Committee that Full Council in April had asked the Committee to conduct a review of the Council's Constitution with support from Officers. The report sought how to conduct the review and adopt a review methodology to allow the Committee to report results back to the Executive and Council.

Introducing the appendix to the report the Solicitor hoped this would offer direction to the Committee on areas to consider and an order on what would be considerable task that would take significant Committee time over the coming year.

The Committee discussed whether the project would be best sourced to a Task & Finish Group but with concerns on political balance the Committee agreed that the matter should be considered by the full Audit Committee at a series of special meetings.

The Solicitor informed the Committee that she had already compared other models of a Constitution from other Local Authorities to find use of good practices elsewhere.

The Committee felt that a starting point would be to consider the current up-to-date Constitution in use by the Council, and Officers agreed that this would be circulated to Committee members.

The Solicitor advised the Committee that she would prepare a draft timetable for the series of meetings which would include topics to consider.

The Committee accepted that due to the complex nature of the layout of a Constitution and the call on Officer time and resources, the special meetings should commence at 2:00pm.

#### **RESOLVED:**

**A series of special Audit Committee meetings be held to conduct a review of the Council's Constitution, commencing at 2:00pm. The first meeting to be held on Thursday 12 June 2014.**

**5. AUDIT COMMITTEE WORK PROGRAMME 2014/15**

**RESOLVED:**

**The Audit Committee Work Programme for 2014/15 was adopted**

The meeting closed at 6:53pm