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NOTICE OF THE CHARTER TRUSTEES FOR SCARBOROUGH

- Members:** Councillors Eric Broadbent, Liz Colling, Janet Jefferson, Rich Maw, Tony Randerson and John Ritchie.
- Date:** Thursday, 30th May, 2024
- Time:** 11.00 am
- Venue:** Town Hall, St Nicholas Street, Scarborough, YO11 2HG

All Members of The Charter Trustees for Scarborough are summoned to attend this meeting to consider the items of business set out on the agenda below.

Members of the public are entitled to attend this meeting as observers for all those items taken in open session. Please contact the named democratic services officer supporting this committee, details at the foot of the first page of the Agenda, if you have any queries.

Recording is allowed at 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. Anyone wishing to record is asked to contact, prior to the start of the meeting, the named democratic services officer supporting this committee. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive.

BARRY KHAN
CLERK TO THE CHARTER TRUSTEES

AGENDA

1. **Apologies for Absence**
To receive any apologies for absence
2. **Election of Charter Mayor**
To elect the Charter Mayor for 2024-25
3. **Election of Deputy Charter Mayor**
To elect the Deputy Charter Mayor for 2024-25
4. **Calendar of Meetings**
To approve the date and time of the other proposed scheduled meetings for the 2024-25 municipal year:
26 July 2024 at 10am
25 October 2024 at 10am
5. **Appointment of one representative and a substitute to the Association of Charter Trustee Towns**
6. **Appointment of external auditors** (Pages 3 - 4)
7. **Any Other Items**
Any other items which the Chair agrees should be considered as a matter of urgency

because of special circumstances

Order of Procedure

(Pages 5 - 10)

Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Contact Details:

St John Harris, Principal Democratic Services Officer

Tel: 01723 383556

Email: stjohn.harris@northyorks.gov.uk

Website: www.northyorks.gov.uk

21 May 2024

The Charter Trustees for Scarborough

Annual Meeting

30 May 2024

Appointment of External Auditor

Report of the Responsible Financial Officer

1.0 PURPOSE OF REPORT

- 1.1 To seek approval to the appointment of the external auditor of the Charter Trustees through the national framework overseen by the Small Authorities' Auditor Appointments body.

2.0 SUMMARY

- 2.1 The Charter Trustees are advised that they are required to appoint an external auditor to undertake a limited assurance review. The use of the Smaller Authorities' Auditor Appointments (SAAA) national framework for this appointment, provides a compliant and appropriate approach commensurate with the necessary governance and oversight arrangements required.

3.0 BACKGROUND

- 3.1 The Smaller Authorities' Audit Appointments was formally appointed in January 2016 by the Minister for Local Government as "a person specified to appoint local auditors" to:

- procure and appoint external auditors to smaller authorities in England;
- perform the functions set out in the relevant legislation; and
- monitor delivery of the ongoing audit contracts.

- 3.2 The Charter Trustees are advised that all smaller authorities, (those with income/ expenditure under £6.5 million), require an external auditor to be appointed to undertake a 'limited assurance review' at the conclusion of the financial year and in case an objection is received from a local elector. Smaller authorities mainly comprise of Town and Parish Councils although Charter Trustees are also included within the definition of a smaller authority.

- 3.3 The current 5-year national contract runs from the financial years 2022/23 to 2026/27.

4.0 PROPOSALS

- 4.1 It is proposed that the Charter Trustees use this national procurement and appointment framework. If newly created authorities opted out of this approach they would be required to procure and appoint their own external auditors.

- 4.2 Auditors are appointed by area – for North Yorkshire, the auditor to be appointed under the current framework is PKF Littlejohn.

5.0 CONSULTATION UNDERTAKEN AND RESPONSES

- 5.1 No consultation has been undertaken.

6.0 ALTERNATIVE OPTIONS CONSIDERED

6.1 The Charter Trustees may appoint an external auditor independently, but an appropriate procurement exercise would be required, and on-going additional oversight would be needed. Given the requirements for smaller bodies, this is not recommended.

7.0 FINANCIAL IMPLICATIONS

7.1 There is a fee charged for external audit work which is governed by the national framework. The published scale fee for an authority with income or expenditure in the bracket £0 - £25,000, is £210. This fee may be subject to review during the life of the contract and will be confirmed on formal notification of appointment.

8.0 LEGAL IMPLICATIONS

8.1 SAAA is specified as the sector led body with powers to procure and appoint auditors and set audit fees for smaller authorities in compliance with the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015, and the Local Audit (Smaller Authority) Regulations 2015.

9.0 EQUALITIES IMPLICATIONS

9.1 There are no equalities implications.

10.0 CLIMATE CHANGE IMPLICATIONS

10.1 There are no climate change implications.

11.0 REASONS FOR RECOMMENDATIONS

11.1 To ensure that the Charter Trustees comply with their legislative obligations in a way which is proportionate and sustainable.

12.0 RECOMMENDATIONS

- i) That the Charter Trustees for Scarborough agree the use of the Smaller Authorities' Auditor Appointments framework for the appointment of the external auditor.

APPENDICES: None

BACKGROUND DOCUMENTS: None

Karen Iveson
Responsible Financial Officer to the Charter Trustees
County Hall
Northallerton

30 May 2024

Report Author – Karen Iveson, Responsible Financial Officer

THE CHARTER TRUSTEES FOR SCARBOROUGH

ORDER OF PROCEDURE

for the

**ANNUAL MEETING OF THE
CHARTER TRUSTEES**

to be held on

THURSDAY

30th day of May 2024

at 11.00am

1. The Charter Trustees will assemble in the corridor outside the entrance to the Council Chamber and enter in the following order of procession:-

Mace Bearer
Charter Mayor Elect
Deputy Charter Mayor Elect
Other Charter Trustees
Head of Legal Major Projects
2. On the entry of the Mace, the assembly will stand until the Charter Mayor, Councillor John Ritchie has taken his place on the dais.
3. The Charter Mayor, Councillor John Ritchie will call Item No 1 on the Order Paper and invite the Head of Legal Major Projects to announce any apologies received.
4. The Charter Mayor, Councillor John Ritchie will call Item No 2 on the Order Paper, namely the election of the Charter Mayor of Scarborough.

"The next item of business is to elect the Charter Mayor of Scarborough for the year 2024/2025."
5. Councillor Liz Colling will then propose:-

"That Councillor Janet Jefferson be and is hereby elected the Charter Mayor of Scarborough for 2024/25."
6. Councillor Rich Maw will second.
7. Councillor John Ritchie will pause briefly for further nominations and, if none, will put the motion to the meeting.
8. Councillor John Ritchie will declare the election of the new Charter Mayor, Councillor Janet Jefferson, formally congratulate her on her election and then make his valedictory address. Then Councillor Ritchie will leave the Chair and retire to the Mayor's Parlour accompanied by the Head of Legal and Councillor Janet Jefferson.
9. The Mayor's Officer will then help the new Charter Mayor to robe after which the party will return to the Council Chamber.
10. Councillor Janet Jefferson will occupy the Charter Mayor's position; Councillor John Ritchie will then take Councillor Jefferson's former position on the dais.
11. The Head of Legal will put to Councillor Janet Jefferson the Declaration of Office.

12. The Charter Mayor (Councillor Jefferson) will thank the outgoing Charter Mayor and congratulate him on his term of office and then present Councillor Ritchie with his Past Mayor's Badge.
13. The Charter Mayor will then deliver her inaugural speech.
14. The Charter Mayor will call Item No 3 on the Order Paper, namely the appointment of the Deputy Charter Mayor.
15. The Charter Mayor will propose:-

"That Councillor John Ritchie be and is hereby elected the Deputy Charter Mayor of Scarborough for 2024/25."
16. Councillor Liz Colling will formally second.
17. The Charter Mayor will pause briefly for further nominations and, if none, will put the motion to the meeting.
18. The Charter Mayor will then declare the Deputy Charter Mayor duly elected.
19. The Head of Legal will put to him the Declaration of Office.
20. The Charter Mayor will then call Item No 4 on the Order Paper, namely the approval of the Calendar of Meetings 2024/25. The Charter Mayor will seek a proposer, seconder and then move to the vote.
21. The Charter Mayor will then call Item No 5 on the Order Paper, namely the appointment of one representative and a substitute to the Association of Charter Trustee Towns.
22. Councillor Liz Colling will then propose:-

"That the Charter Mayor, Councillor Janet Jefferson, and the Deputy Charter Mayor, Councillor John Ritchie be appointed as the Charter Trustees' representative and substitute respectively to the Association of Charter Trustee Towns."
23. Councillor Rich Maw will second.
24. The Charter Mayor will pause briefly for further nominations and, if none, will put the motion to the meeting.
25. The Charter Mayor will then call Item No 6 on the Order Paper, namely the appointment of the external auditors. The Charter Mayor will seek a proposer, seconder and then move to the vote.
26. On the motion being carried, the business of the Council will conclude and Revd Arleen Ingham of St Mary's Church will offer prayers. The Charter Mayor will then declare the meeting closed.

27. The Assembly will rise and leave the Council Chamber in the following order:-

Mace Bearer
Charter Mayor
Head of Legal Major Projects
Deputy Charter Mayor
Charter Trustees

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