



The **Audit, Governance & Standards Committee** will meet at **6.30 pm** on **Monday, 30 July 2018** in the Swale Meeting Room at Mercury House, Station Road, Richmond.

## Agenda

### Public Session - All are welcome to attend the public session

- 1 **Chairman's Announcement**
- 2 **Apologies for Absence**
- 3 **Minutes** - To confirm and sign the Minutes of the following meetings as an accurate record:
  - (a) 27 March 2018
  - (b) 15 May 2018 (Annual Council)
- 4 **Public Speaking and Question Time** - To receive any comments or respond to any questions from members of the public. (Written notice of any comments/questions must be received at Swale House by 9.30 am on the day of this meeting).
- 5 **Declarations of Interest**
- 6 **Work Programme Update** – Senior Management Team to present the up to date Work Programme for the Audit, Governance & Standards Committee.
- 7 **Internal Audit and Counter Fraud Annual Report 2017/18** – The Corporate Director (s151 Officer) to present a written report
- 8 **Annual Governance Statement** – Senior Management Team to present a written report seeking approval of the Annual Governance Statement for publication with the Annual Statement of Accounts.
- 9 **Statutory Auditor – Report on the 2017/18 Audit** – The Corporate Director (s151 Officer) to present the statutory auditor's report on the 2017/18 audit, and to seek approval of the audited Statement of Accounts 2017/18 and the signing of the Management Representation Letter.

- 10 **Annual Report for Information Governance** – The Corporate Director (Resources) to present a written update on Information Governance including the preparation for the introduction of the General Data Protection Regulations (GDPR) 2018, the number and details of Freedom of Information (FOI), Subject Access Request (SAR) and Data Breach (DB) issues received between April 2017 and March 2018.
- 11 **◆ Review of Constitution - Financial and Contract Procedure Rules/Officers Code of Conduct** – The Corporate Director (s151 Officer) to present a written report seeking approval of amendments to the Council's Constitution in respect of Financial and Contract Procedure Rules and the Officers Code of Conduct.
- 12 **Member Code of Conduct** – The Monitoring Officer to present a written report updating the Committee on activities carried out in relation to the Council's Member Code of Conduct.
- 13 **Local Government & Social Care Ombudsman – Annual Review Letter 2018** – The Monitoring Officer to present the Local Government & Social Care Ombudsman's annual summary of statistics regarding complaints received in relation to Richmondshire District Council.
- 14 **Regulation of Investigatory Powers Act – Review of Activity** – The Monitoring Officer to present a written report informing of any RIPA activities undertaken.



Procedural Advisor

Date of Agenda Despatch  
20 July 2018

## Notes

- (a) For further information concerning this meeting, disabled access or should you require a large print agenda, please contact Paul Clark (Tel 01748 829100 Ext 44015, or email paul.clark@richmondshire.gov.uk)
- (b) If any Member is concerned that he/she may have a personal prejudicial interest in any of the matters listed above and requires advice, he/she should contact the Procedural Advisor before the meeting.
- (c) Following the Council Meeting held on 23 July 2013 (Minute DC18 refers), this meeting may be recorded or broadcast online by members of the press or public.
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### **Notice re Health and Safety Requirements**

The Swale Meeting Room has two fire exits. One is the Civic Entrance, to the front of the building, the other is through the double doors at the end of the Civic Corridor, to the rear of the building. These exits are clearly signed and access must remain clear at all times.

The meeting point in the event of an evacuation is the cobbled area outside of the staff entrance.

Please note Richmondshire District Council's No Smoking Policy prohibits smoking in Council buildings and the surrounding grounds. Anyone wishing to smoke should please do so up on Station Road clear of the Council grounds.

## Overview & Scrutiny Committee 2 (External)

### Membership:

#### Councillors:

1. Amsden, John
2. Cameron, Jamie
3. Dawson, Campbell
4. Gill, Danny
5. Heslop, William
6. Hodgson, Lorraine
7. Linehan, Geoffrey
8. Middlemiss, Patricia (Chairman)
9. Ormston, Richard
10. Parsons, Stuart
11. Sedgwick, Karin
12. Wyrill, Stephen (Vice-Chairman)

#### Nominated by:

- The Independents
- Conservative Group
- Conservative Group
- Conservative Group
- Putting Richmondshire First
- Putting Richmondshire First
- Conservative Group
- Conservative Group
- Conservative Group
- The Independents
- Conservative Group
- Conservative Group

#### Total Membership: 12

(8 Conservative Group, 2 Putting Richmondshire First, 2 The Independents)

#### Quorum: 4