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North Yorkshire Audit Partnership

Held at Ryedale House, Malton
on Friday 26 March 2010

Present

Councillor P Wilkinson (in the Chair)	- Hambleton District Council
Councillor B Phillips	- Hambleton District Council
Councillor M Jordan	- Selby District Council
Councillor C R Wainwright	- Ryedale District Council
Councillor R Alderson	- Richmondshire District Council
Councillor M Ward	- Scarborough Borough Council

In Attendance

Mrs L Carter, P Cresswell (Ryedale District Council), N Edwards (Scarborough Borough Council), D Simpson (Hambleton & Richmondshire District Councils), J Ingham (NYAP Manager), Mrs M Burchell (Ryedale District Council Financial Services)

Minutes

17 Apologies for absence

An apology for absence was received from Councillor Jane Kenyon.

18 Minutes of the last meeting of the North Yorkshire Audit Partnership held on 4 December 2009

The minutes of the last meeting of the North Yorkshire Audit Partnership held on 4 December 2009 were presented.

Resolved

That the minutes of the last meeting of the North Yorkshire Audit Partnership held on 4 December 2009 be approved and signed by the Chairman as a correct record.

19 Urgent Business

The Chairman reported that there were no items of urgent business to be considered.

20 Declarations of Interest

There were no declarations of interest.

21 **2008/2009 External Auditors' Report**

The Head of Partnership circulated a report, the purpose of which was to inform Members of the External Auditors' report for the financial year 2008/2009 and to note the contents and any actions required arising from the report.

The Partnership had been formed under the provisions of the 1972 Local Government Act, and was a joint committee delivering internal audit services to the Partner Councils. Therefore, as a 'specified body' it had a duty to prepare an independent set of accounts separate to the Partner Councils. It was further required that the accounts be subject to external audit. The external auditors' report gave a clear opinion on the accounts, details of which were outlined in the Head of Partnership's report.

Resolved

- (a) That the External Auditors' report and comments for the period to 31 March 2009 be noted
- (b) That the actions proposed by the Head of Partnership be approved.

22 **Staffing and Redundancy Report**

The Head of Partnership circulated a report, which advised Members of the potential effect arising from the application of the Ryedale District Council One-11 programme offering voluntary redundancy to Partnership staff.

Ryedale's Corporate Director (s151) reported for information on the One-11 programme and the process adopted with regard to seeking expressions of interest in respect of early retirement/voluntary redundancy. It was reported that six Partnership staff had applied. The report outlined the circumstances and financial implications with regard to an application submitted by the holder of post AUD104 and sought Members views on the action to be taken.

Resolved

That the application for voluntary redundancy by the holder of post no. AUD104 be supported.

23 **Additional Contribution - Hambleton District Council**

The Head of Partnership circulated a report the purpose of which was to enable the Board to determine whether to exercise clause 3.7 of the

Partnership Agreement in accordance with clause 3.9 thereof relating to additional contributions from Partners for transferred staff.

Resolved

That consideration of the report be deferred to the June 2010 meeting of the Partnership Board.

24 **2011 - NYAP - Veritau - An Outline Business Case**

The above item was deferred to the June 2010 meeting of the Partnership Board.

25 **Interim Financial Results Quarter 3 Year 2009/10**

The Head of Partnership circulated a report, which advised Members of the financial results for the year 2009/2010 to 31 December 2009 and the outlook for the remainder of the financial year.

The accounts appended to the report showed that for the period to 31 December 2009 there was a surplus of £30,600. Support services had been charged at the pro-rata budgeted amount so that the expenditure figure was broadly representative. The principal reason for the surplus was that the actual expenditure for payroll costs, including agency staff, was lower than the profiled budget. Fee income was in line with profile at 96.5% of the profiled estimate. The Head of Partnership reported that the fee to the Partner Councils remained lower than the benchmarked family group. The savings, whilst modest, continued to demonstrate that the Partnership represented a 'best value' service. The final position for the year was to be reported to the June 2010 meeting.

Resolved

That the Financial Report for the period to 31 December 2009 be received.

26 **Partnership Risk Register**

The Head of Partnership circulated a report in connection with the arrangements for risk management within the Partnership.

The report set out the risk management framework and the risk register, a copy of which was appended to the report, which identified the principal risks and any steps that were being taken to manage those risks.

Councillor Jordan reported that Selby District Council was moving offices in the near future. It was understood that the authority was to adopt a system of 'hot-desking' for members of staff. Councillor Jordan expressed concern regarding the security of electronic information and expressed the opinion that the situation should be investigated.

Resolved

That the Risk Management Framework and the Risk Register as submitted be endorsed.

27 Head of Partnership Report

The Head of Partnership circulated a report in connection with the activities and performance of the Audit Partnership in 2009/2010.

The report dealt with the following issues:

- Staffing
- Operational
- Partnership Issues
- Risk Management
- Audit Planning
- External work

The Head of Partnership reported that in general he was satisfied with the progress of the Partnership. With the continued effort and application of the team it was believed that 2009/2010 would be a successful year.

The Partnership Board requested that letters be sent from the Chairman of the Partnership congratulating individual members of staff on achieving their qualifications and that all members of staff be congratulated on the low levels of sickness absence.

Resolved

That the report be received and that letters be sent from the Chairman to the individual members of staff congratulating them on achieving their qualifications and that all members of staff be congratulated on the low levels of sickness absence.

28 Valedictory

The Head of Partnership reported that this was the last meeting to be attended by the Chairman, Councillor Wilkinson, and thanked him for his hard work and support in the past.

29 **Dates of Next Meetings**

Members were reminded that the next meetings of the Partnership were to take place as follows:

- Friday 25 June 2010
- Friday 3 December 2010 (to be confirmed)

The meeting closed at 3.00 pm

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