



## **OVERVIEW AND SCRUTINY COMMITTEE**

Thursday 14 April 2011 at 6.30 pm

Member's Lounge, Ryedale House, Malton

### **Agenda**

**1 Emergency Evacuation Procedure.**

The Chairman to inform Members of the Public of the emergency evacuation procedure.

**2 Apologies for absence**

**3 Minutes of the meeting held on the 17 February 2011**

(Pages 1 - 8)

**4 Urgent Business**

To receive notice of any urgent business which the Chairman considers should be dealt with at the meeting as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972.

**5 Declarations of Interest**

Members to indicate whether they will be declaring any interests under the Code of Conduct.

Members making a declaration of interest at a meeting of a Committee or Council are required to disclose the existence and nature of that interest. This requirement is not discharged by merely declaring a personal interest without further explanation.

**6 Certification of Claims and Returns 2009/10**

(Pages 9 - 18)

Annual Report from Deloittes.

- 7 **2011/12 Internal Audit Plan** (Pages 19 - 26)
- 8 **Review of the Effectiveness of Internal Audit** (Pages 27 - 38)
- 9 **Scrutiny Reviews Progress Report - Healthy Weight and Post Offices** (Pages 39 - 42)
- 10 **Decisions from other Committees** (Pages 43 - 50)  
Commissioning Board Meeting held on 24 March 2011  
Policy and Resources held on 7 April 2011 (to follow)
- 11 **Any other business that the Chairman decides is urgent.**

## **Overview and Scrutiny Committee**

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Held at Member's Lounge - Ryedale House, Malton, North Yorkshire YO17 7HH  
on Thursday 17 February 2011

### **Present**

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Councillors Mrs Shields (Chair), Andrews, Clark, Maud, Mrs Wilford and Windress

### **In Attendance**

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Audrey Adnitt, Paul Cresswell, Clare Slater, Inspector Tim Hutchinson, James Ingham, Jos Holmes and Trevor Anderson

### **Minutes**

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60      **Apologies for absence**

Apologies were received from Councillors Cottam, Cussons and Raper.

61      **Minutes of the Meeting held on 16 December 2010**

The minutes of the meeting of the Overview & Scrutiny held on the 16 December 2010 were presented.

**Resolved**

That the minutes of the meeting of the Overview & Scrutiny Committee held on the 16 December 2010 be approved and signed by the Chairman as a correct record.

62      **Urgent Business**

The Chairman declared that there were no items to be considered as a matter of urgency by virtue of Section 100(4)(b) of the Local Government Act 1972.

63      **Declarations of Interest**

Councillor Mrs Wilford declared a personal interest in Item 11 'Safer Ryedale Progress with Delivering the Community Safety Plan' as she worked at Malton School, and her husband managed youth work on behalf of North Yorkshire County Council in Ryedale.

64      **Treasury Management Statement & Investment Strategy 2011-12**

The Corporate Director (s151) submitted a report (previously circulated) in order to consider the Treasury Management and Annual Investment Strategies, the Minimum Revenue Provision Policy and set the Prudential Indicators for 2011/12.

The Local Government Act 2003 (the Act) and supporting regulations required the Council to 'have regard to' the CIPFA Prudential Code and the CIPFA Treasury Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investment plans were sustainable.

The Prudential Code regulated the manner in which capital spending plans were to be considered and approved, and in conjunction with, the development of an integrated Treasury Management Strategy. It required the Council to set a number of Prudential Indicators, and these were to be considered when determining the Council's Treasury Management Strategy.

The Treasury Management Strategy Statement detailed the expected activities of the Treasury function in the forthcoming year 2011/12. Its production and submission to the Council was a requirement of the Code.

The Annual Investment Strategy set out the Council's policies for the prudent management of its investments including the security and liquidity of those investments. It detailed the Specified and Non Specified Investment Instructions to be used by the Council in 2011/12. Approval was also sought for the specified use of credit ratings and the maximum periods for which funds may be prudently committed in each asset category.

The report set out in detail the suggested Treasury Management Strategy for 2011/12, which had been based upon advice from the Council's treasury advisors, Sector Treasury Services Limited (Sector) and covered:

- Treasury Limited for 2011/12 to 2013/14
- Current Portfolio Position
- Borrowing Requirement
- Prudential & Treasury Indicators for 2011/12 to 2013/14
- Prospects for Interest Rates
- Borrowing Strategy – Borrowing rates
- Borrowing Strategy – External v Internal Borrowing
- Policy on Borrowing in advance of Need
- Minimum Revenue Provision (MRP) Policy

In addition the report detailed the Annual Investment Strategy and covered:

- Investment Policy
- Creditworthiness Policy
- Country Limits
- Investment Strategy to be followed In-house
- External Cash Fund management
- End of Year Investment Report
- Policy on use of External Service Providers
- Scheme of delegation
- Role of the Section 151 Officer

### **Resolved**

- a. That the report be received
- b. That the Treasury Management & Investment Strategies be noted, prior to consideration by Council.
- c. That the Prudential Indicators be noted, prior to consideration by Council.

### 65 **Annual Governance Statement Action Plan**

The Corporate Director (s151) submitted a report (previously circulated) in which Members were informed on progress with the actions identified in the 2009-10 Annual Governance Statement (AGS) Action Plan.

The purpose of the AGS was to provide a continuous review of the effectiveness of the organisation's internal control and risk management systems so as to give assurance of their effectiveness. This allowed remedial action to take place at the earliest opportunity, thereby improving the internal control framework.

The action plan appended to the report set out the current position with comments on the actions proposed in the plan. It was noted that the AGS for 2010/11 would be reported to the Committee in June and would complete the reviews of this action plan as they would be incorporated into the action plan for the 2010/11AGS.

### **Resolved**

That the progress with identified actions in the 2009/10 AGS Action Plan be noted.

### 66 **Quarter 3 - Internal Audit Report**

The Corporate Director (s151) submitted a report (previously circulated) in order to present the Internal Audit Report covering the period to 31 January 2011 from the North Yorkshire Audit Partnership.

The report summarised the work done by the Internal Audit during this period, and highlighted issues that the audits had identified and provided a summary of them. It also outlined any issues emerging from the audits of the principal financial systems of the Council, together with any significant comments from other audits completed during the year to date.

The Audit Partnership provided the Council in its report with a clear statement of assurance reflecting its opinion of the Internal Control Framework. This was based upon the audits completed complemented by its existing knowledge and understanding of the control framework.

### **Resolved**

That the report be noted.

#### **67 Half Year Corporate Risk Management Monitoring Report**

The Head of Transformation submitted a copy of the Corporate Risk Register at the half year printed from the covalent system.

The Corporate Risk Register was developed and managed by the Council's Senior Management Team. All service areas were, therefore, involved in its development through the service delivery planning cycle. Details were set out under the following headings:

- Significant Partnerships
- Capital Programme
- Staff Management
- External Funding
- Affordable Housing
- Procurement
- Health and Safety
- Business Continuity Planning
- Governance Arrangements
- Major Incident Risk Flooding
- Council Assets
- Customer Expectations
- Fraud and Corruption
- Data quality
- Delivering Efficiencies

### **Resolved**

That the report be received, and the actions taken in monitoring and mitigating the risks within the Corporate Risk Register be noted.

#### **68 Service Risk Register for Transformation**

The Head of Transformation submitted a copy of the Service Risk Register for the Transformation Team printed from the covalent system as at 2 February 2009.

The Head of Transformation highlighted the areas of significant risk, and gave details of the procedures in place to mitigate those risks.

### **Resolved**

That the report be received.

69 **EXEMPT ITEM**

**Resolved**

That under Section 100(A) (4) of the Local Government Act 1972 the public be excluded from the meeting during consideration of Annex C to agenda item 11 as there would be a likely disclosure of exempt information as defined in Paragraph 7 "Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime".

70 **Safer Ryedale Progress with Delivering the Community Safety Plan**

The Head of Economy & Housing submitted a report (previously circulated) in order to inform Members of the progress towards delivery of the 2010/11 Safer Ryedale Action Plan, present the document "Safer Ryedale & North Yorkshire Police Annual Assessment December 2010 – Joint Strategic Intelligence Assessment and to present the first draft of Safer Ryedale's Action Plan 2011-12 for comment.

Members were informed that the Safer Ryedale Delivery Team met approximately 6 times per year to review progress towards delivery of the Safer Ryedale Partnership Plan, and the Performance Monitoring Report was updated quarterly, identifying progress with each of the four priorities.

The Performance Monitoring Report for quarter 3 was appended to the report, and detailed progress under each of the four priorities

- Domestic Violence
- Safer Roads
- Community Priorities
- Alcohol Harm Reduction

The Ryedale JSIA was published in December 2010; it was the first truly joint assessment of Strategic Intelligence by North Yorkshire Police and their Community Safety Partners, and Safer Ryedale's priorities for 2011-12 were based on data published in the Ryedale JSIA 2010 and other locally identified priorities.

**Safer Ryedale's Action Plan 2011-12**

A Task and Finish Group of the Safer Ryedale Delivery team had met in January 2011, and agreed the following four 'Priorities for Action' for 2011-12

- Domestic Abuse
- Safer Roads

- Community Priorities to include Anti-Social Behaviour, Stop Theft, Theft from Unattended Vehicles and Violence
- Alcohol Harm Reduction

The Action Plan was appended to the report, it outlined the aims and objectives for each priority and gave an indication of the baselines and targets agreed by the working group, the actions were still being developed.

The action plan was currently being reviewed by each of the four priority task groups, to determine what actions they would deliver in 2011-12. When the process was complete and the Safer Ryedale Delivery Team and Ryedale Strategic Partnership had approved the completed document, it would be brought back to this Committee.

The Safer Ryedale partnership is anticipating a substantial reduction in its grant funding in 2011/12, estimated to be 50%, which would have a significant effect upon it's ability to deliver project work to meet the identified actions.

Councillor Wilford recommended that consultation activities with young people could be carried through secondary schools in Ryedale.

### **Report from North Yorkshire Police**

Inspector Hutchinson from North Yorkshire Police presented a report (previously circulated) to summarise the restructure of North Yorkshire Police Force (Ryedale).

#### **Resolved**

That the reports were noted.

## **71 Scrutiny Reviews Progress Report - Healthy Weight and Post Offices**

The Head of Transformation submitted a report (previously circulated) in order to present the progress achieved to date with the scrutiny reviews currently being undertaken.

Members had previously commissioned two scrutiny reviews and the terms of reference had previously been agreed by this committee for each of these, and were appended to the report.

### **Post Office Review**



Following a very productive meeting with a local sub postmaster, which had provided a greater understanding of the business, contact had been made with a Post Office Programmes Stakeholder Manager, with a view to meeting the Task Group to discuss:

- Sustaining a rural network
- The future of Ryedale's Outreach Services
- The 'local model' and current pilot studies
- Local Government Services at post offices and the benefits of these in more remote branches.
- Customer satisfaction with services they now receive after the closure programme and their current patterns of use.

Questionnaires were being developed for approval at the next Task group meeting which would be used to engage with general post office customers and customers of outreach services.

Actions still to be taken included:

- Meeting with a provider of the mobile services in an area of Ryedale
- Meeting with a representative of the Post Office network
- Finding out more about the potential for the proposed model of the "Post Office Local"
- Discuss links to future changes to one stop shops and the access to services programme with NYCC and partners.
- Study use of payment cards.

### **Health Weight Review**

Following the presentation by Greg McGrath, Health Improvement Manager for NHS North Yorkshire & York, the Healthy Weight Task Group had reviewed his recommendations and supporting evidence from the study undertaken by the Centre for Public Scrutiny. One of the key findings was, for a review to be successful; it needed to focus on a specific area.

The situation was improving in Ryedale in relation to childhood obesity, as a result of a concerted effort from partners across the public sector.

The Task Group had reviewed the issue of obesity in adults; statistically levels of adult obesity in Ryedale were the second highest in North Yorkshire. Discussions around participation in sport and physical activity in Ryedale, led the group to question whether the crucial age of deciding whether to be involved in an activity or not happened after leaving school between 16-25. The task group had concluded that this would be a beneficial area to focus on.

Activities following the meeting included:

- Investigate whether any research had been undertaken nationally around lapsed participation in sport and physical activity at this age. What were the key findings and recommendations?

- If no research had been undertaken, the task group felt it would be beneficial to undertake the research in Ryedale.
- Depending on the outcomes of the research, the Group could investigate practical ways the Council could help improve adult participation across all age groups.

The next Post Office Scrutiny Review Task Group will be held on the 28 February 2011 at 6.30pm, followed by the Healthy Weight Scrutiny Review Task Group meeting on Tuesday 8<sup>th</sup> March 2011 at 6.30pm.

### **Resolved**

- a. That the progress and dates of the future meetings of the task groups be noted.
- b. That the aim of the Healthy Weight Scrutiny Review be amended to say:
  - Research levels of activity undertaken by adults aged between 16 and 25
  - Depending on the outcome of this research, to investigate practical ways the Council can help improve levels of adult participation.

## **72 Decisions from other Committees**

Lists of Decisions from the following Committees were submitted:

Commissioning Board held on the 27 January 2011.

Policy & Resources held on the 3 February 2011.

### **Resolved**

That the lists of decisions of the Commissioning Board held on the 27 January 2011 and the Policy & Resources Committee held on the 3 February 2011 be received.

## **73 Any other business that the Chairman decides is urgent.**

There were no urgent items.

The meeting closed at 7.40pm.



**Ryedale District Council**  
Certification of claims and returns 2009/10  
Annual Report  
**February 2011**

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# 1. Grant claims and returns certified for 2009/10

The following claims and returns have been certified and delivered to the appropriate authorities within the relevant deadlines:

<b>Claim or return</b>	<b>Value of claim/ return</b>	<b>Date received</b>	<b>Date certified</b>	<b>Certification deadline</b>	<b>Adjustments required</b>	<b>Qualification letter issued</b>
Housing and council tax benefit	£13.39m	02/08/10	15/11/10	30/11/10	No	Yes
National non-domestic rates return	£12.99m	23/07/10	16/09/10	24/09/10	Yes	No
Disabled Facilities grant	£196k	06/07/10	17/08/10	29/10/10	No	No

## Notes

- All claims with a project lifetime value of over £125,000 require certification by the auditors.
- Section 2 provides details of adjustments required and the qualification letter issued.
- An analysis of certification fees is shown in Appendix 1 to this report.

## 2. Adjustments and qualification letters issued

The following adjustments have been made prior to certification by the auditors and one qualification letter has been issued.

### **Adjustments**

- The National non-domestic rates return required one minor adjustment of £107 to amend the figure for deferral scheme reductions to match the appropriate underlying records.

### **Qualification letters issued**

- A letter was issued this year for the housing and council tax benefit claim. During our sample testing we noted two cases where benefit had been underpaid as a result of the Authority miscalculating the claimants' average weekly incomes. Specifically, the miscalculation relates to instances where excess tax credit income was recorded in the claims. As required by the certification instructions issued by the Audit Commission, a further 40 cases were tested and no further errors were found. However, since more than one initial error was found, we are unable to confirm that the two errors we found were isolated errors, we are therefore required to report the instances of underpaid benefit to the Department for Work and Pensions. No amendment to this year's claim form is possible since subsidy cannot be claimed where benefit has not been paid. Both cases have since been amended in the benefits system during 2010/11.

# 3. Commentary on housing and council tax benefit claim

## Certification approach

- Certification instruction BEN01, issued by the Audit Commission, was followed and using the HBCOUNT 2010 instructions, a Modular Approach was used to certify the claim.
- The “system parameters” specified by the National Audit Office (ie this year’s benefit rates and allowances) were agreed to those in use at the Authority. This work was performed at a preliminary stage in early June 2010.
- Electronic workbooks supplied by the Audit Commission were used to test a sample of 20 cases for each of the three relevant benefit types (non-HRA rent rebates, rent allowances and council tax benefit) for the Authority. This year the number of cases tested for non-HRA rent rebates was reduced to 6 (2008/09: 7 cases) as a result of the small population for this type of benefit.
- The Audit Commission estimate that a full 80 cases should take 26 working days to test using the workbooks. This year we tested 46 cases and the pro-rated estimated time for testing would be 15 days. Our completion of the initial workbook testing took 13.5 working days, so compares well to the Audit Commission’s guide time.
- A review of the Civica software controls was performed.

## Summary of findings

- Our initial testing of 46 cases identified two errors. Both errors related to recording excess tax credit income for each claimant and therefore resulted in underpayment of benefit in both cases. Total underpaid benefit was £397.
- In line with the certification instructions, an additional random sample of 40 cases was tested to determine if further errors with respect to recording tax credits existed. This additional testing is known as “40+” testing. The additional cases were selected at random from a report listing all rent allowance cases which contained working or child tax credit income. This testing focused on the recording of tax credit income. No errors were noted in this additional testing.
- As explained in Section 2 above, a qualification letter has been issued in respect of the two initial errors found.
- The Civica software was found to be operating effectively.

# 3. Commentary on housing and council tax benefit claim (continued)

## Looking forward - 2010/11

At the time of writing this report, there have been no changes announced by the Audit Commission. However, there are usually some minor amendments to the certification instructions each year and we will keep you informed of any significant changes that are announced in the future.

We are also aware that the Authority is changing the benefits software from Civica to Northgate during 2010/11. Having witnessed a different Authority's conversion during 2009, we must stress how important it is to retain access to the Civica benefits system to enable certification next year and to retain a printout or backup/download of the closing position per the Civica system prior to conversion and the opening position per the new Northgate system after conversion. This should provide a full audit trail and enable the audit of the claim to run smoothly in 2010/11.

We recommend that the Northgate system is operational for the start of the new benefits year, i.e. 1 April 2011, so that there is a clean cut-off between the old and the new benefits systems.



## 4. Observations and recommendations arising from our certification work

### Housing and council tax benefit claim

- We acknowledge that tax credits can be a difficult area as amounts can change frequently and claimants can receive numerous revised statements throughout the year. However, although only two errors were found, a training session should be presented to all benefits staff with respect to understanding tax credit statements and recording tax credit income correctly in the benefits system.

### National non-domestic rates return

- Although only one minor amendment was made to this return, we recommend that a file is retained containing all supporting records which are used in the compilation of this return. This file should be reviewed by an independent manager within the Authority to ensure all return entries are correct, prior to submission to the auditors for certification. This file should then be retained for use by the auditors during the certification visit.

### Capital grants programmes

- In general, as the Regional Development Agencies are wound down, future grant programmes may cease to be part of the Audit Commission's certification framework but may still require auditor certification. In this scenario, we should still be able perform this certification work but the Authority must ensure they receive clear instructions from the grant-paying body with respect to who is required to do the certification and what work needs to be performed. Our experience of non-Audit Commission certification work has shown that the process can be confused and short notice certification requests are common. The Audit Commission has issued "good practice" guidance to grant-paying bodies in November 2010 to help to address this issue.

### Follow-up on prior year's recommendations

- In our 2008/09 report we recommended that publications concerning changes to the Disabled Facilities grant claim should be reviewed and retained. No changes to this grant have occurred this year and we have no comments to make in this area.

## 5. Closing remarks

This report has been discussed and agreed with the Corporate Director (S151) of the Authority. A copy of the report will be presented at the meeting of Overview and Scrutiny on 14 April 2011.

We would like to take this opportunity to express our appreciation for the assistance and co-operation provided during the course of the certification work. Our aim is to deliver a high standard of work which makes a positive and practical contribution which supports the Authority's own agenda. We recognise the value of your co-operation and support.

### **Deloitte LLP**

Chartered Accountants

15 February 2011

*The matters raised in this report are only those that came to our attention during our certification work and are not necessarily a comprehensive statement of all weaknesses that exist or of all improvements that might be made. You should assess recommendations for improvements for their full implications before they are implemented. In particular, we would emphasise that we are not responsible for the adequacy and appropriateness of the certification methodologies as they are derived solely from the Audit Commission.*

*This report has been prepared for the Members, as a body, and we therefore accept responsibility to you alone for its contents. We accept no duty, responsibility or liability to any other parties, since this report has not been prepared, and is not intended, for any other purpose.*

# Appendix 1: Analysis of certification fees

Claim or return	2010 £'000	2009 £'000
Housing and council tax benefit	13.5	16.1
National non-domestic rates return	4.9	6.4
Disabled Facilities grant	1.2	1.1
Moors Project Delivery	-	0.8
Revitalize Malton	-	1.0
<b>Total</b>	<b>19.6</b>	<b>25.4</b>

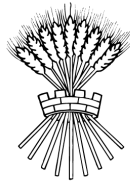
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<b>REPORT TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>DATE:</b>	<b>14 APRIL 2011</b>
<b>REPORT OF THE:</b>	<b>CORPORATE DIRECTOR (s151) PAUL CRESSWELL</b>
<b>TITLE OF REPORT:</b>	<b>2011/012 INTERNAL AUDIT PLAN</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 This report presents the Internal Audit Plan for 2011/12 from the North Yorkshire Audit Partnership for approval.

### **2.0 RECOMMENDATION**

- 2.1 It is recommended that Members receive this report and endorse the plan.

### **3.0 REASON FOR RECOMMENDATION**

- 3.1 Internal Audit is a legal requirement for Councils, and furthermore underpins delivery of the Corporate Plan and the Council's strategic themes by ensuring that the control environment is reviewed on a structured and logical basis.
- 3.2 The Cipfa Code of Practice for Internal Audit in Local Government identifies that the shared interests of the audit committee and internal audit require an effective working relationship. Part of that is the monitoring of progress against, the internal audit strategy and plan.

### **4.0 SIGNIFICANT RISKS**

- 4.1 There are no significant risks.

## **REPORT**

### **5.0 BACKGROUND AND INTRODUCTION**

- 5.1 The Internal Audit plan has been drafted using the Partnership's risk assessment model. This model considers various aspects appertaining to activities within Ryedale DC and assesses the level of inherent risk. This then determines the relative frequency of audit.
- 5.2 The Council has had an agreed plan of 265 days for a number of years, and the

range of work is therefore constrained by that limit.

- 5.3 This level is being reduced to reflect the need to make savings in all aspects of the Council's activities. For 2011/12 the number of days is reduced to 245.
- 5.4 The plan is, as usual subject to appropriate consultation and is agreed with the Corporate Director (s151).
- 5.5 It has been established that this committee should act as an Audit Committee for the Council and, therefore is the body to receive this report.

## **6.0 POLICY CONTEXT**

- 6.1 This report and the Audit Plan support the Council's requirement to comply with all legislation. It also supports all the Corporate Aims of the Council, by evaluating the overall internal control framework through which the aims are achieved.
- 6.2 This work within the Internal Audit plan supports the Council's Corporate Strategic Objective of providing strong Community Leadership, by demonstrating a commitment to local democracy and accountability.

## **7.0 CONSULTATION**

- 7.1 No external consultation has been undertaken. The Audit Partnership liaises with the Corporate Director (s151) in his specific role as the responsible financial officer.
- 7.2 Where appropriate the Partnership has undertaken consultation with Heads of Service.

## **8.0 REPORT DETAILS**

- 8.1 The audit plan, detailed in Annex A, sets out the work to be covered in the forthcoming year.
- 8.2 The plan is agreed between the Corporate Director, the Council's s151 Officer and the Audit Partnership. In addition views are sought from Heads of Service, and the Council's external auditors. This wider review is to ensure that the plan is relevant and appropriate to the Council's needs.
- 8.3 The view sought from the Council's external auditors is appropriate to the continuing expectation that the Partnership works closely with them to minimise the cost of external audit by allowing them to be able to place reliance on the Partnership's audit plan and work in their assessment of the Council.
- 8.4 This does tend to distort the plan to a degree as they expect that we audit the material systems of the council on an annual basis. This drives part of the plan outwith the Partnership's risk assessment. Typically this work accounts for around 40% of the annual plan.
- 8.5 The plan is attached as Appendix A. Progress against the plan is reported to the Overview and Scrutiny Committee on a regular basis, and the plan itself will be reviewed during the year to take cognisance of changes within the audit environment. This review will be reported to the Committee at its autumn meeting.

## 9.0 IMPLICATIONS

9.1 The following implications have been identified:

- a) Financial  
There are no financial implications, beyond the existing budget for Internal Audit.
- b) Legal  
None directly, though individual audit reports may have implications
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)  
None directly, though individual audit reports may have implications

**Paul Cresswell**  
**Corporate Director (s151)**

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**Background Papers:**

None

**Background Papers are available for inspection at:**

n/a

## NORTH YORKSHIRE AUDIT PARTNERSHIP

RYEDALE DC ~ AUDIT PLAN 2011/12 to 2013/14

CODE	AUDIT AREA	2011/12 days	2012/13 days	2013/14 days
<b><u>Material Systems Regularity Assurance (MSRA)</u></b>		44%	43%	38%
20110	Council Tax	14	14	12
20120	Creditors	15	15	15
20121	Creditors ~ Counter Fraud audit			
20130	Debtors	10	10	10
20140	G. Ledger + Bank Rec's	12	12	12
20150	Housing Benefits	15	15	12
20170	Income System	10	10	8
20180	NNDR	12	12	9
20190	Payroll	6	5	5
20200	Treasury Mgt	10	7	5
22520	Capital A/C / Fixed Asset register	5	5	5
		<b>109</b>	<b>105</b>	<b>93</b>
<b><u>Identified Risk Assurance (IRA)</u></b>		2%	2%	2%
	Risk Register Action plans	5	5	5
<b><u>Cyclical Assurance (CA)</u></b>		39%	40%	43%
<b><u>Head of Environmental Services - Phil Long</u></b>				
<b>Health and Environment - Steve Richmond</b>				
21400	Leisure Contract (CL Ltd)	7	-	-
22070	Dog Enforcement	5	-	-
22085	Food Safety	5	-	-
22111	Licencing Act(s)	5	5	5
	Environmental Health (enforcement)	-	-	-
22120	Markets	-	-	-
22130	Pest Control	-	7	-
22150	Pollution Control	-	-	-
		<b>22</b>	<b>12</b>	<b>5</b>



RYEDALE DC ~ AUDIT PLAN 2011/12 to 2013/14

CODE	AUDIT AREA	2011/12 days	2012/13 days	2013/14 days
<b>Street Scene Services - Beckie Bennett</b>				
21530	Restaurant / Canteen	-	5	-
21590	Waste Management	-	-	-
	Grounds Maintenance	-	-	-
21680	Vehicles & Plant	-	-	10
22050	Car Parks	9	-	-
22110	Taxi Licencing (Hackney Carriages )	-	-	7
22160	Public Conveniences	-	-	-
22170	Recycling - see Waste Man	8	-	-
22180	Trade Refuse	-	5	-
22181	Septic Tanks	-	-	-
		<hr/> 17	10	17

**Facilities and Emergency Planning Services - Mike Adams**

21665	Internal CCTV	-	-	5
21020	Industrial Units / Lettings	-	7	-
21050	Health & Safety	-	-	5
21100	Asset Management	-	6	-
	Property Maintenance	-	-	-
	CRC (Carbon Reduction Commitment)	-	2	5
24010	Garages & Depots	-	-	-
		<hr/> 0	15	15

**Head of Economy and Housing - Julian Rudd**

**Economic and Community - Jos Holmes**

	Community Safety	5	-	-
23580	Cultural & Sports Grants	5	-	5
23610	Sports Development	-	6	-
23640	Tourism & TIC's	-	-	-
		<hr/> 10	6	5

**Housing Services - Kim Cattrell**

22090	Gypsy Site	-	-	-
23005	Housing Strategy	-	-	-
23040	Homelessness	-	-	5
23060	Grants (Imp, Disabled, Fuel Poverty)	-	7	-
23070	Warden Control (incl.Ryecare)	7	-	-
		<hr/> 7	7	5

**Head of Planning - Gary Housden**

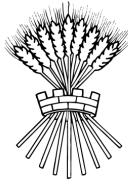
RYEDALE DC ~ AUDIT PLAN 2011/12 to 2013/14

CODE	AUDIT AREA	2011/12 days	2012/13 days	2013/14 days
<b>Development (Planning)</b>				
21070	Local Land Charges	-	-	5
	New Homes Bonus	-	-	-
22140	Development Control (planning fees)	8	-	8
		<hr/> 8	<hr/> 0	<hr/> 13
<b>Forward Planning - Jill Thompson</b>				
22020	Sustainability	-	-	5
22140	Local Plan	-	-	-
21040	Grant Funding/Payment	-	-	-
	Market Town Initiative	-	-	-
		<hr/> 0	<hr/> 0	<hr/> 5
<b>Head of Organisational Development - Louise Sandall</b>				
<b>ICT Services - Mick Phythian</b>				
	ICT (computer) Audit	12	12	12
<b>Human Resources - Denise Hewitt</b>				
21650	Personnel & Training	-	-	-
<b>Democratic Services - Simon Copley</b>				
21120	Register of Electors;	-	-	-
21125	Election Expenses	-	-	-
<b><u>Head of Transformation - Clare Slater</u></b>				
	Performance Management System (incl Risk Mgt)	5	5	5
<b><u>Legal Services - Anthony Winship</u></b>				
21060	Legal Services - inc within Debtors	-	-	-
<b><u>Head of Resources - vacant</u></b>				
<b>Revenue and Finance Services - Trevor Anderson</b>				
21010	Car Leasing/Loans	-	-	5
21080	Members Allowances	-	-	-
21081	Officers Allowances	-	-	5
22530	Insurance	-	6	-
22540	Housing Act Advances	-	-	-

RYEDALE DC ~ AUDIT PLAN 2011/12 to 2013/14

CODE	AUDIT AREA	2011/12 days	2012/13 days	2013/14 days
22550	Tax Mgt	-	5	-
		<b>0</b>	<b>11</b>	<b>10</b>
<b>Customer Services and Benefits - Angela Wood</b>				
155	HB Fraud	-	-	-
21130	Reprographics	-	-	-
21150	Telephones (mobile)	-	5	-
	Concessionary Fares / Community			
22200	Transport Grant	-	-	-
		<b>0</b>	<b>5</b>	<b>0</b>
	Follow ups	<b>10</b>	<b>10</b>	<b>10</b>
	Contingency	<b>4</b>	<b>4</b>	<b>4</b>
		<b>14</b>	<b>14</b>	<b>14</b>
<b>Value Added &amp; Technical (VAT)</b>		<b>6%</b>	<b>7%</b>	<b>8%</b>
	Project support ~ Partnerships & Commissioning	<b>5</b>	<b>6</b>	<b>9</b>
	Project support ~ new ICT systems	<b>5</b>	<b>4</b>	<b>4</b>
29008	Write-off Approval (System support)	<b>5</b>	<b>5</b>	<b>5</b>
	Contract Audit/Procurement			
28900	(D&B reports)	<b>0</b>	<b>2</b>	<b>2</b>
		<b>15</b>	<b>17</b>	<b>20</b>
<b>Client Support &amp; Advice (CSA)</b>		<b>9%</b>	<b>9%</b>	<b>9%</b>
	Client Support	<b>16</b>	<b>16</b>	<b>16</b>
	- External Audit liaison			
	- O & S committee (4 - 6 times per annum)			
	- Reg 6 Review & AGS			
	- AGS review & action plan follow up			
	- Annual Internal Audit Report			
	Misc Advice	<b>5</b>	<b>5</b>	<b>5</b>
		<b>21</b>	<b>21</b>	<b>21</b>
	Total Agreed Audit Days: -	<b>245</b>	<b>245</b>	<b>245</b>

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<b>REPORT TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>DATE:</b>	<b>14 APRIL 2011</b>
<b>REPORT OF THE:</b>	<b>CORPORATE DIRECTOR (s151) PAUL CRESSWELL</b>
<b>TITLE OF REPORT:</b>	<b>REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

1.1 This report presents the Annual Review of the Effectiveness of Internal Audit from the North Yorkshire Audit Partnership for approval.

### **2.0 RECOMMENDATION**

2.1 It is recommended that the attached report for 2010/11 be approved.

### **3.0 REASON FOR RECOMMENDATION**

3.1 To ensure that the Council to meet its statutory requirements.

### **4.0 SIGNIFICANT RISKS**

4.1 There are no significant risks.

## **REPORT**

### **5.0 BACKGROUND AND INTRODUCTION**

5.1 The Accounts and Audit Regulations 2003 require all Councils to annually review their systems of internal control and to provide an adequate and effective Internal Audit function.

5.2 The amendment in SI 2006/564, (further amended by SI 2011/817) introduced a new requirement to undertake an annual review of the effectiveness of the system of Internal Audit on an annual basis. The amendment to Regulation 6 is as follows:

6(3) the relevant body shall, at least once in each year, conduct a review of the effectiveness of its system of internal audit.

6(4) the findings of the review ... shall be considered, as part of the consideration of the system of internal control ... by the (relevant) committee ...”

- 5.3 The latest amendment SI2011/817 has, inter alia, simply removed the words “the system of” so the requirement is now to review “the effectiveness of internal audit”
- 5.4 It was agreed that this committee should act as an Audit Committee for the Council and, therefore would be the body to receive these reports.
- 5.5 This report presents the Review of Effectiveness of Internal Audit Report for the period 1 April 2010 to 31 March 2011 from the North Yorkshire Audit Partnership.

## **6.0 POLICY CONTEXT**

- 6.1 This report supports the Council’s requirement to comply with all legislation. It also supports the Corporate Strategic Objective to know our communities and meet their needs.

## **7.0 CONSULTATION**

- 7.1 The review requires that the Council reviews its system of Internal Audit. Primarily this is the service provided by the North Yorkshire Audit Partnership to the Council.
- 7.2 To reach an assessment of the effectiveness the Partnership has undertaken a survey of the principal client recipients of Internal Audit, the Chief Executive, Strategic Directors, and Heads of Service.
- 7.3 Therefore this is the consultation that has been undertaken.

## **8.0 REPORT DETAILS**

- 8.1 The Report, detailed in annex A, sets out the methodology applied and the results of the work. At present there is only limited guidance. This will evolve as will the opinion from the Council’s external auditors who will consider this report as part of their work examining the validity of the Council’s AGS (Annual Governance Statement).
- 8.2 This report highlights progress with issues identified in the self-assessment undertaken last year and matters that the review survey identifies. It forms an important part of the overall control framework, and is a component of the Annual Governance Statement.
- 8.3 The self-assessment undertaken indicates that the service provided by the Partnership meets all the aspects of the CIPFA code. As with any such review there will always be areas that could be improved and this is no different. These have been outlined in the self-assessment.
- 8.4 The results of the survey of principal clients indicate an overall assessment of effectiveness scoring 100% (99% 2009/10; 97% 2008/09; 93% 2007/08; 98% 2006/07) at the median or above.
- 8.5 Previously the identified weaker area is the involvement of internal audit with ‘new and developing projects’. Clearly this is an area where internal audit are now being invited to participate and is anticipated to continue in future.
- 8.6 The annual Internal Audit report to the committee in June will complete the review, as it will include the key performance indicators.

8.7 Overall the report provides an assurance that the internal audit service provided through the partnership does, indeed, meet the criteria for an effective system of internal audit. It is not a 'carte blanche' but a balanced judgement.

## 9.0 IMPLICATIONS

9.1 The following implications have been identified:

- a) Financial  
There are no financial implications.
- b) Legal  
The only implication is that the review is a mandatory requirement.
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)  
None.

**Paul Cresswell**  
**Corporate Director (s151)**

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[James.Ingham@Scarborough.gov.uk](mailto:James.Ingham@Scarborough.gov.uk)

### **Background Papers:**

SI 2011/817 Amendment to the A&A regulations issued 21/3/2011

### **Background Papers are available for inspection at:**

With the Head of Partnership or at [www.legislation.gov.uk/uksi/2011/817/made/data.pdf](http://www.legislation.gov.uk/uksi/2011/817/made/data.pdf)

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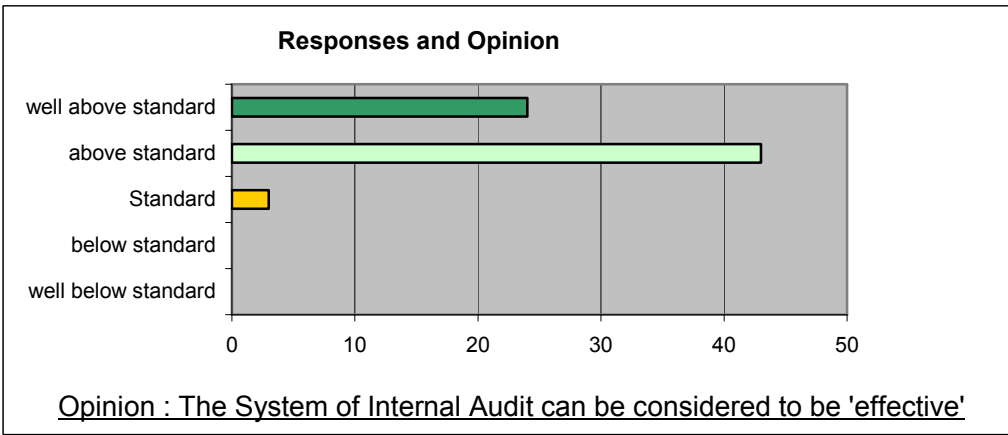




*Independent Assurance*

# Internal Audit Report

## Ryedale District Council Accounts & Audit regulation 6 Review of the Effectiveness of Internal Audit April 2011



Auditor : James Ingham CPFA

Circulation list: Members Overview & Scrutiny Committee  
 Chief Executive  
 Corporate Director (s151)

## CONFIDENTIAL

### SUBJECT: REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT 2010/11

#### 1. Introduction

- 1.1 The Accounts and Audit Regulations 2003 require all Councils to annually review their systems of Internal Control and to provide an adequate and effective Internal Audit function.
- 1.2 The regulations were added to with the issue of circular SI 2006/564, as further amended by circular SI 2011/81. This required, inter alia, that the council undertake an annual review of the effectiveness of its internal audit, and to present the results of that review to the appropriate committee.
- 1.3 It has been established that the Overview & Scrutiny Committee of the Council receive reports on the Annual Governance Statement (AGS), and associated matters. Therefore it is the appropriate committee to receive, consider, review, and approve the report on the Review of Effectiveness of Internal Audit.

#### 2. Background and Issues

- 2.1 Internal audit at the Council is provided through the North Yorkshire Audit Partnership (NYAP) who provide the internal audit function.
- 2.2 The Partnership team comprises of the Head of Partnership, with Audit Managers, and audit staff.
- 2.3 The Partnership works principally with the Corporate Director (s151) and in 2010/11 provided a planned audit service to the council. The Internal Audit plan comprised 265 days.
- 2.4 Additional to that plan is a provision of 'up to 35 days' to provide support to the Council's Risk Management processes.
- 2.5 The Partnership works to the Cipfa Code of Practice for Internal Audit in Local Government (the CoP). The code has been reviewed and revised with the latest version issued in December 2006.
- 2.6 Cipfa have issued a guide to the "Role of the Head of IA" and they have issued further guidance (consultation draft) for the application of the guide to Local Government. Once these have been finalised we will undertake a self-assessment against the principles contained therein. Initial consideration suggests that the Partnership should meet the guidance contained in the document.
- 2.7 The code defines internal audit as: -

<p>Internal Audit is an assurance function that provides an independent and objective opinion to the organisation on the control environment, by evaluating its effectiveness in achieving the organisation's objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.</p>
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*The control environment is defined as comprising the systems of governance, risk management, and internal control.*

- 2.8 The code sets out 11 standards for internal audit.
- 2.9 Of the 11 standards one is Performance and effectiveness. The remaining 10 relate to audit management, audit process, and audit relationships within the organisation.

- |    |                     |  |
|----|---------------------|--|
| a) | Audit Mgt           | Independence; Ethics; Staffing Training & CPD;   |
| b) | Audit Process       | Scope; Audit Strategy & Planning; Undertaking audit work; Due Professional Care; Reporting |
| c) | Audit Relationships | Audit Committees; Relationships;   |
- 2.10 The code does try to define an effective internal audit, as being one which should ‘aspire to’ the following: -
- understand the whole organisation, its needs and objectives;
  - understand its position in respect to the organisation’s other sources of assurance and plan its work accordingly:
  - be seen as a catalyst for change at the heart of the organisation:
  - add value and assist the organisation in achieving its objectives;
  - be forward looking – knowing where the organisation wishes to be and aware of the national agenda and its impact;
  - be innovative and challenging:
  - help to shape the ethics and standards of the organisation;
  - ensure the right resources are available – recognising that the skills mix, capacity, specialisms and qualifications/experience requirements all change constantly:
  - share best practice with other auditors;
  - seek opportunities for joint working with other organisations’ auditors.
- 2.11 An assessment of the position of the Partnership internal audit in respect of these aspirational effectiveness criteria is set out in Appendix 2.
- 2.12 With this background the issue is to determine what a Review of Effectiveness (RoE) is, and how it should be undertaken.
- 2.13 Guidance has been issued by the CLG that is non-prescriptive. It therefore leaves councils to determine their own methodology. As the review has to be reported to the council (normally the Audit committee or equivalent) the scrutiny will be there and through the external auditor’s review of the AGS.
- 2.14 It is neither practicable nor possible to use the annual external auditor’s opinion in their audit letter though their tri-ennial review would probably be sufficient.
- 2.15 The RoE review is annual, and the regulation does not specify a fiscal year. Therefore the review has been undertaken between Feb and March to avoid adding further to the year-end maelstrom of tasks.
- 2.16 Cipfa have now prepared some guidance to practitioners through the Audit Panel and this has been considered in the preparation for and the execution of the review.
- 2.17 This review has focused on the Internal Audit function rather than take a much wider view that is espoused by some, defining “Internal Audit” to include the overall control framework, and the Audit Committee itself.
- 2.18 I consider that this wider definition more properly falls within the range of the AGS.
- 2.19 The general consensus is that until custom and practices have evolved further then a practical way of exercising this RoE is to undertake a self-assessment against the Cipfa code, and to undertake a survey of Directors and Heads of Service to determine their opinion of the effectiveness of the system of internal audit.
- 2.20 For the 2010/11 review we have continued with three-strand approach already established. Firstly to review the self-assessment undertaken, and primarily to consider what action has been taken to resolve the points arising, which were endorsed by the Overview & Scrutiny committee. Secondly we will re-perform the survey to see if there has been any material change in opinion over the intervening period and thirdly to note the performance of the internal audit team, in 2010/11 as reported to the committee.

- 2.21 Cipfa have now issued a draft guide on the role of the Head of Internal Audit (HoIA) in local government. Once the final version is issued we will undertake a comprehensive self-assessment against the principles in the guidance. At this stage a preliminary self-assessment would suggest that the Partnership is effectively fulfilling the role.
- 2.22 The self-assessment completed highlighted specific areas where there could be improvement which were: -
- Encouraging greater inclusion of internal audit with new and developing projects.
    - ↳ *This has been an issue in all the surveys undertaken to date. There are some signs of an increasing acceptance that Internal Audit can play a valuable role with new projects and a gradual increase in the invitations to participate.*
- 2.23 The results of the survey (7 responses from 10 invitations) are attached as Appendix 1. They indicate that overall there is a high level of satisfaction and by logical extension, effectiveness. One area that has a low 'score' is the involvement of internal audit with 'new and developing projects'. Clearly this is an area where internal audit need to be invited to participate. We would hope that your heads of service and project managers agree to consider this in future.
- 2.24 A second area, and perhaps of some concern is the view expressed by one respondent that the audits did not give a better understanding of control systems and risks in their service areas. This will be taken up with the respondent concerned and as a general point for the Partnership to improve the quality of the audit and associated reports issued.
- 2.25 The results largely correspond with the analysis of the self-assessment.
- 2.26 Reports are submitted regularly to the Overview & Scrutiny committee setting out the performance of the Partnership in providing the internal audit service, and reporting progress against the audit plan.

### **3. Consultation**

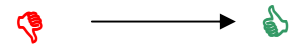
- 3.1 Views have been sought from Deloitte & Co. the Council's appointed external auditors, who will, through their review of the AGS will also take this RoE review into account. However, as they will undertake that role, there is, understandably reluctance on their part to give definite guidance or opinion.
- 3.2 Opinions have also been sought within the North Yorkshire Chief Internal Auditors Group and the current collective view is not consensual. This is no doubt because established custom has yet to evolve for this required review.

### **4. Assessment and Conclusion**

- 4.1 The review provides an overall opinion and assurance that the System of Internal Audit as defined above can be considered as effective.
- 4.2 Issues identified last year in the self assessment have been taken into consideration and will be actively pursued in this year.
- 4.3 Performance, must be judged as satisfactory.
- 4.4 The results of the survey indicate an overall assessment of effectiveness scoring 100% at the median or above for the assessment ~ (99% 2009/10; 97% 2008/09; 93% 2007/08; 98% 2006/07).
- 4.5 It does, however, point up some weak areas, though not significant, to do with the relevance of IA, did it 'add value or assurance'; looking at risk areas adequately; and the 'involvement of Internal Audit with new and developing projects'. This is consistent with results at other councils, notably at District level.

# Ryedale District Council 2010/11

[10 survey forms sent out, 7 responses]



1. Did we involve you sufficiently in setting the internal audit plan?
2. Was the Internal Audit (IA) approach professional, in terms of making arrangements, undertaking the audit, and working with your staff?
3. Was the audit report format in a style that you found clear, and easy to understand?
4. Did the audits and their reports raise concerns over control systems clearly and concisely?
5. Were the audits relevant and add assurance or value?
6. Did the audits give you a better knowledge and understanding of control systems and risk in your service areas?
7. Do you consider that the audits looked at your risk areas adequately?
8. Do you consider that we were sufficiently involved with your new and developing projects?
9. Has the contribution of IA given you enough assurance for the Annual Governance Statement?
10. In your considered opinion, has IA been 'effective'?

		1	5	1
			5	2
			3	4
			4	3
			4	3
		1	5	1
			4	3
		1	5	1
			5	2
			3	4
	<b>0</b>	<b>3</b>	<b>43</b>	<b>24</b>
	<b>0</b>	<b>4</b>	<b>62</b>	<b>34</b>

Totals

Percentages

Figures in brackets are prior year results:-  
(2009/10; 2008/09; 2007/08; 2006/07)

96%
(86; 73; 74; 75)
100%
(99; 97; 93; 98)

## CIPFA CoP –Characteristics of Effectiveness that an effective Internal Audit should aspire to:-

<b>Characteristic of 'effectiveness'</b>	<b>Evidence of achievement</b>	<b>Areas for development</b>
Understand the whole organisation, its needs and objectives.	The audit plan demonstrates how audit work will provide assurance in relation to the authority's Activities (and so indirectly to the objectives).  Individual audit assignments identify risks to the achievement of those activities (and so indirectly to the objectives of the Council).	
Understand its position in respect to the organisation's other sources of assurance and plan its work accordingly.	Internal audit identifies other sources of assurance and takes this into account when preparing the internal audit plan.	Monitor and improve the IA governance and assurance arrangements where there are joint service delivery arrangements, e.g. payroll.
Be seen as a catalyst for change at the heart of the organisation.	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.  Supportive role of audit for individual projects may be catalyst for change.	Selling the message of the benefits of IA involvement to line management. Controls assurance and the AGS / assurance statement. Identified need to extend the role of IA in new and developing projects.
Add value and assist the organisation in achieving its objectives.	Demonstrated through individual audit assignments and also corporate work.	Identified need to extend the role of IA in new and developing projects.
Be forward looking – knowing where the organisation wishes to be and aware of the national agenda and its impact.	When identifying risks and in formulating the plan changes on the national agenda are considered.  The Partnership maintains awareness of new developments in the services it audits, risk management and corporate governance.	Would like a crystal ball!
Be innovative and challenging	Internal audit has taken a positive approach to its reporting arrangements by focusing on risks, and using a brief report style.	The report format has been reviewed and a revised style has been used since 1 <sup>st</sup> April 2009. The format and the audit opinion descriptors are subject to a further re-assessment for 2011/12.
Help to shape the ethics and standards of the organisation.	Currently involved in AGS preparation, regular meetings with Monitoring Officer and s151 Officer.	Involvement by IA in Review of the constitution, and associated policies
Ensure the right resources are available	Resources for Internal Audit are limited by budget constraints. Currently the IA	May need to consider an audit needs analysis and be aware

<b>Characteristic of 'effectiveness'</b>	<b>Evidence of achievement</b>	<b>Areas for development</b>
– recognising that the skills mix, capacity, specialism and qualifications/experience requirements all change constantly.	plan is driven by this constraint. Arrangements are in place to review the future need for external specialist input on IT audit.	of any difference between ideal and cost driven resources.
Share best practice with other auditors.	NYCIA and benchmarking groups. Team briefings. Personal links with auditors elsewhere.	We are developing some joint training seminars.
Seek opportunities for joint working with other organisation's auditors.	Always a consideration. NYAP exists. Joint working now includes 5 of the 7 NY Districts, leaving only the Harrogate and Craven, the other two district councils. The likelihood of their joining the Partnership is remote.	The current Partnership Agreement runs to 31.3.2012, and the business case for NYAP to merge with Veritau is being developed.

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<b>REPORT TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>DATE:</b>	<b>14 APRIL 2011</b>
<b>REPORT OF THE:</b>	<b>HEAD OF TRANSFORMATION CLARE SLATER</b>
<b>TITLE OF REPORT:</b>	<b>SCRUTINY REVIEWS PROGRESS REPORT – HEALTHY WEIGHT AND POST OFFICES</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 To present the progress achieved to date with the scrutiny reviews currently being undertaken.

### **2.0 RECOMMENDATIONS**

- 2.1 That members note the progress and the dates of future meetings of the task groups.

### **3.0 SIGNIFICANT RISKS**

- 3.1 Any risks associated with the reviews are detailed in the report below.

### **4.0 BACKGROUND AND INTRODUCTION**

- 4.1 The Overview and Scrutiny Committee has commissioned two scrutiny reviews and the terms of reference have previously been agreed by this committee for each of these.
- 4.2 A recent publication issued by the Department for Business Innovation and Skills 'Securing the Post office Network in the Digital Age' stated that 'There will be no programme of post office closures under this Government'. The Department has confirmed that this statement includes outreach services which accounts for 38% of Ryedale's Post Office Services. The terms of reference have been amended by the committee to take this into account.

- 4.3 The inaugural meeting of the Healthy Weight Review Task Group received a presentation from the Health Improvement Manager from NHS North Yorkshire and York. This presentation clarified the current position in Ryedale and the improvements being made, it also made clear the need to develop a very clear and focussed scope for the review. It was agreed that the scope for the review should focus on adults, as it was felt there were already effective initiatives in place to tackle childhood obesity. The group thought there was a gap in knowledge in relation to adults, specifically, young adults aged between 16 and 25. The terms of reference have been amended by the committee to take this into account.
- 4.4 Action Plans are in place for each of the reviews and progress is reported at the Task Group meetings.

## **5.0 CONSULTATION**

- 5.1 A community Engagement Plan is being developed for each review.

## **6.0 REPORT DETAILS**

### **6.1 Post Office Review:**

A Post Office Programmes Stakeholder Manager met with members at the latest Task Group meeting. He described his work creating a sustainable, viable network and members asked questions about the future of Ryedale's Post Office branches and outreach services. The manager has provided the Task Group with information regarding the Post Office Local pilots currently running in Sheffield and clearer information regarding the services currently offered at the branches in Ryedale.

As recently published in the BIS document, PO Ltd are proposing changes to the network and the outcome has not yet been finalised. PO Ltd would like to work with the Council, local sub-postmasters and the Ryedale community to understand how the proposals might work in a rural area. They particularly interested in:

- What communities think of the network currently, including the range of products and services offered
- What the aspirations are for the future network in Ryedale
- How best to engage with the communities of Ryedale

A meeting with North Yorkshire County Council's Scrutiny Support Officer has taken place to understand how this Post Office Scrutiny Review links with the Access to Services Review that they are currently undertaking. The A2S review is focussing on community led projects and how they can be supported e.g. Stillington community run Post Office and shop, Hudswell community pub, NYNET project. A meeting has been arranged for the NYCC review group to visit Stillington Post Office and they have agreed to share the findings with the Task Group.

Actions to be taken include:

- Meeting arranged in May with the provider of the mobile service in Ryedale, a local sub-postmaster and the Post Office Programmes Stakeholder Manager
- Questionnaires have been drafted awaiting feedback from PO Ltd
- Study the use of Council Tax payment cards
- Mapping of rural businesses where alternative Post Office services are available including Paypoint and parcel delivery services.

## 6.2 Health Weight Review:

It has been agreed to focus the scope of the review on levels of activity undertaken by adults in particular 16 – 25 year olds.

At the last meeting, the Task Group reviewed progress made so far and discussed the research that Sport England have undertaken into lapsing from sport. The Council's Community Projects Officer (Sport & Recreation) attended the meeting and advised the group of the work he is involved in developing a sport and recreation strategy and action plan, which will be presented to the Commissioning Board in Autumn 2011. As part of the strategy, consultation work is being undertaken with the citizen's panel and wider community. Copies of the questionnaire have already been circulated to members. It is anticipated that the analysis of the results will be available in June, to be presented to the next task group meeting in July. Recommendations from the review would then be able to feed into the development of the Sport and Recreation strategy.

Actions following the meeting include:

- Analysis of the survey results to be available for the next meeting of the task group.
- Depending on the outcomes of this research, the Group could investigate practical ways the Council can help improve adult participation across all age groups.

## 7.0 DATES OF NEXT MEETINGS

**Post Office Review – Tuesday 12th July 6.30-7.30**

**Healthy Weight Review – Tuesday 12th July 7.30 – 8.30 Healthy Weight**

**Clare Slater**  
**Head of Transformation**

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### **Background Papers:**

#### **Post Offices:**

Securing the Post Office Network in the Digital Age  
Research summary and other papers available in Transformation Team

#### **Healthy Weight:**

Presentation on the current position in Ryedale – Greg McGrath, Health Improvement Manager, NHS North Yorkshire and York  
Study of Childhood Obesity Scrutiny Reviews by the Centre for Public Scrutiny  
Profiling and data related to healthy weight in Ryedale and Nationally  
Sport England – Project Experience of Sport – Understanding the lapsed target - 2008  
Papers available in Transformation Team

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**Ryedale District Council – Decisions taken by the Commissioning Board on Thursday, 24 March 2011**

Agenda Item No	Topic	Decision
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**Part A – Items considered in public**

1	Apologies for Absence	Apologies for absence were received from Councillors Hawkins and Mrs Keal.
2	Minutes of the last Meeting of the Commissioning Board held on 27 January 2011	<p>The minutes of the meeting of the Commissioning Board held on 27 January 2011 (previously circulated) were presented.</p> <p><b>Resolved</b></p> <p>That the minutes of the meeting of the Commissioning Board held on 27 January 2011 be approved and signed by the Chairman as a correct record.</p>
3	Declarations of Interest	In accordance with the Members' Code of Conduct Councillor Hemesley declared a personal interest in items 9 and 10 (Feedback from Joint Commissioning Group – Active & Environment and Helmsley Community & Sports Club Update and Ryedale Pool Development) as the Council's representative on Community Leisure Ltd Board of Management.
4	Urgent Business	The Chairman reported that there were no items which she considered should be dealt with as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972 (as amended).
5	Ryedale Folk Museum - Video Presentation	The Chairman welcomed Mr Mike Benson, Director of the Ryedale Folk Museum, to the meeting. Mr Benson then gave a video presentation on the work of the museum
6	Housing Performance Update	<p>The Head of Economy &amp; Housing submitted a report (previously circulated) the purpose of which was to inform Members of progress made against the Council's agreed Housing Strategy objectives and to look at the proposed challenges in the next 12 months.</p> <p>It was recommended that Members endorse the performance report and consider any amendments to policy or further action required to improve performance.</p> <p>The report outlined housing performance during 2010/2011, details of which were set out in</p>

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		<p>Annex A to the report. The report also set out the issues to address over the following 12 months, which were:</p> <ul style="list-style-type: none"> <li>• Housing Options</li> <li>• Private Sector Renewal</li> <li>• Ryecare Lifeline Service</li> <li>• Affordable Housing Delivery</li> </ul> <p>In addition the Head of Economy &amp; Housing reported for information that the Council had been awarded a New Homes Bonus in the sum of £215k.</p> <p>In considering the report Members noted that new planning permissions had been granted for open market housing schemes during 2010/11 that would deliver around 150 additional affordable homes through planning gain. It was noted that such homes provided from open market development were not conditioned for local people only. Members requested that a report be submitted to a meeting of the Board early in the new Council term, relating to nomination rights in respect of affordable housing provision from open market development.</p> <p><b>Resolved</b></p> <p>(a) That the performance report as submitted be endorsed</p> <p>(b) That a report be submitted to a future meeting of the Board in connection with the provision of affordable housing and in particular nomination rights to homes provided from open market development.</p>
7	Feedback from Joint Commissioning Groups - Economy & Housing Group	The Economy & Community Manager submitted for information (circulated at the meeting) feedback on the last meeting of the Joint Commissioning Group – Economy & Housing – held

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		<p>on 16 March 2011.</p> <p>The meeting had been convened following a resolution of the Commissioning Board at its meeting held on 27 January 2011 (Minute No 54 refers), when it had been resolved 'To convene a further meeting with partners and providers to feedback the outcomes of the process and to further discuss with them the issue of quality assessments'.</p> <p>The Economy &amp; Community Manager reported that the following associated documents were to be circulated to Board Members following the meeting:</p> <ul style="list-style-type: none"> <li>• Appendix A – Tourism Policy Summary</li> <li>• Appendix B – Visit Hull and East Yorkshire (VHEY) Proposal</li> <li>• Appendix C – Yorkshire Passion Press Release</li> <li>• Appendix D – WTY Proposal</li> </ul> <p>The Head of Economy &amp; Housing reported for information that following the District Council elections in May the next topic for consideration by the group was to be Private Sector Housing.</p> <p><b>Resolved</b></p> <p>That the report be noted.</p>
8	Ryedale Business Update	<p>The Head of Economy &amp; Housing submitted a report (previously circulated), which updated Members on the York and North Yorkshire Local Enterprise Partnership (YNY LEP), the Council's engagement with small businesses, and sought authority to sign the federation of Small Businesses Accord Document.</p>

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		<p>Members were reminded that a presentation had been given to the Commissioning Board on 23 September 2010, introducing the concept of the Local Enterprise Partnership and the submission made by York and North Yorkshire authorities to the Department for Business, Innovation and Skills and Department for Communities and Local Government to form a York and North Yorkshire LEP.</p> <p>The York and North Yorkshire Economic Assessment 2010, indicated the high relative importance of the small business sector to Ryedale. 9% of York and North Yorkshire's businesses were located in Ryedale (compared with 6% of the sub region's population) and 23.5% employment related to self-employment, compared with 16.5% in York and North Yorkshire.</p> <p>The report detailed the following:</p> <ul style="list-style-type: none"> <li>• The York and North Yorkshire Local Enterprise Partnership</li> <li>• Federation of Small Businesses – Accord</li> <li>• Business Engagement Activity</li> </ul> <p>In order to take forward the information gathered as part of the most recent Local Economic Assessment and through business engagement activity, it was anticipated that Council would develop its Local Economic Development Strategy to identify key priorities moving forward. It was important to ensure that Council was clear on its priorities in order to influence the decisions of the LEP and also to take advantage of funding opportunities to implement priority activity. The process of developing the Economic Development Strategy (including the Creative Economy aspect) was to be taken forward during 2011 and progress reported to the Commissioning Board.</p> <p><b>Resolved</b></p>
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**Ryedale District Council – Decisions taken by the Commissioning Board on Thursday, 24 March 2011**

Agenda Item No	Topic	Decision
		<p>(a) That the report be noted</p> <p>(b) That the Board approve the signing of the Federation of Small Businesses Accord</p>
<b>9</b>	Housing Services Manager	The Chairman reported for information that Mrs Kim Robertshaw had been appointed to the post of Housing Services Manager with effect from 7 March 2011. The Board congratulated Mrs Robertshaw on her appointment.
<b>10</b>	Feedback from Joint Commissioning Groups - Active & Environment Group	<p>The Head of Environment submitted a report (previously circulated), which updated the Board on the progress of the Active and Environment Joint Commissioning Group regarding the development of a Sport and Active Leisure Strategy.</p> <p>Since the last Commissioning Board meeting, Officers had undertaken investigation into current partnership and Local Authority work being done in and around the area of 'Active Living'.</p> <p>Targeted questionnaires had been prepared, which were to be used to inform discussion within organised focus groups, through which ideas for a marketing campaign and leisure strategy could be developed, the overarching aim being to encourage a more active lifestyle. Due to the scale of the project, and as requested by Members, the Active Living Strategy had been targeted for initial development.</p> <p>The next steps included:</p> <ul style="list-style-type: none"> <li>• Collation of information from questionnaires, completion of analysis, comparison with Sport England's national survey data for trend and variance analysis and identification of key themes and the types of focus groups required. The deadline for completing questionnaires was 31 March 2011.</li> </ul>

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Page 48		<ul style="list-style-type: none"> <li>• Consultation with various focus groups, with Members' involvement, to discuss initial points made from the data and initial draft re the marketing strategy for Active Living for discussion with Members – March/early April.</li> </ul> <p>The Head of Environment reported that some 300 responses had been received to date. The next meeting of the Group had been scheduled for 3 April 2011, however it was suggested that the meeting be re-scheduled in order to allow sufficient time to collate the results. It was agreed that the Head of Environment would notify Members of a revised date.</p> <p><b>Resolved</b></p> <p>(a) That the report be noted</p> <p>(b) That the next meeting of the Active &amp; Environment Joint Commissioning Group be rescheduled and that Members be notified of the revised date.</p>
	11	Helmsley Community & Sports Club Update and Ryedale Pool Development

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 49</p>		<p>development project to start. In the circumstances a revised proposal had been submitted for a much smaller project. However, the project would still deliver a significant and much needed improvement in the quality of services offered in the area.</p> <p>Details of the charity's new proposal, together with the development proposals at Ryedale Pool, were outlined in the report. At this stage in principle support was sought for the development at Ryedale Pool, which would be referred to Council for final approval subject to the submission of a satisfactory business case.</p> <p>Whilst welcoming the revised proposals, Members expressed disappointment that the Helmsley area would not benefit from the original anticipated investment of £500,000. In considering the report Members sought clarification on matters relating to the projected income and expenditure as set out in annex B2. The Head of Economy &amp; Housing reported that Members' comments would be taken on board.</p> <p><b>Resolved</b></p> <p>(a) That the changes to the Helmsley Recreational Charity capital scheme, which now requires £150,000 of Council capital support equally over three years, subject to equal match funding be noted</p> <p>(b) That in principle support be given for the development of a new gym facility at Ryedale Pool.</p>
12	Any other business that the Chairman decides is urgent	<p>There being no urgent business, the Chairman declared the meeting closed at <b>8.35 pm.</b></p> <p><b>Date of Publication 6 April 2011</b>  <b>Implementation Date of Decision 20 April 2011</b></p>

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