



# Skipton Town Council

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## Audit & Scrutiny Committee Thursday 21 July 2016 at 7pm

Present: Cllrs P Madeley (Chairman), Mrs. W Clark, C Clark, G Bell, Mrs. P Heseltine, E Jaquin, M Emmerson & J Kerr.

Officers: Dave Parker (Chief Officer) & Wendy Allsopp (Committee Services Officer).

1. To accept representations from the Public between 7.00pm and 7.15pm.

None.

2. To accept apologies for absence.

None.

3. To record declarations of pecuniary and non-pecuniary interests in items on the agenda.

Cllr J Kerr declared a non-pecuniary interest with regard to agenda item 7 as he uses the same accountants as the Council does for its internal audit and year end accounts.

4. To consider the recommendations of the Chief Officer relating to requests for dispensations to Members on items requiring a declaration of pecuniary and non pecuniary interests.

None.

5. To approve the minutes from the previous meeting held on 12 May 2016.

It was **RESOLVED** to accept the minutes from the Audit and Scrutiny Committee meeting held on 12 May 2016 as a true and accurate record of what transpired at that meeting.

Chief Officer and Clerk to the Council: Dave Parker  
Town Hall, High Street, Skipton BD23 1FD  
Telephone 01756 700553  
Email [admin@skiptontowncouncil.gov.uk](mailto:admin@skiptontowncouncil.gov.uk)

6. To report information arising from the minutes of items not on the agenda from Members and the Chief Officer.

None.

7. To note the completed 'Internal Audit' and to consider the report of the Internal Auditor.

Members noted the satisfactory outcome of the Internal Audit and the associated report. It was agreed that staff contracts for the interim positions should be issued as soon as possible.

8. To consider a potential amendment to the Council's Standing Orders.

Members **RESOLVED** to recommend to Full Council that Standing Order 15 (a) (vi) should be deleted to allow non-Member Councillors to remain in a Committee meeting during confidential items.

Members further **RESOLVED** that Standing Orders should be suspended at each Committee, if required, in the meantime until the next Full Council meeting.

9. To consider staff working hours and overtime levels.

The Committee noted that the issue of staff working hours will be addressed as part of the ongoing staffing review.

It was also noted that the issue has been included in the remit of the Council's HR consultant, working alongside the review with both the Chief Officer and the Staff Review Working Group.

Members agreed that it was of paramount importance that the balance of workload and the levels of additional working should be addressed as soon as possible.

It was **RESOLVED** to undertake a more detailed review of the issues that impact on the current situation including the frequency of meetings and to ensure that the agendas are designed in the most efficient way possible to minimise the need for Officers to work additional hours.

It was further **RESOLVED** to recommend to Full Council that Committee Meetings should commence at 6.30 pm.

It was **RESOLVED** to recommend that additional staff members should be trained in relevant traffic management qualifications to help reduce additional working by senior staff.

Cllr Mrs Heseltine left the meeting at 8.05 pm.

10. To agree the programme of matters to review during the current year.

Members agreed that a working group should be set up to discuss Events and Festivals. The group should be made up of members of the Audit and Scrutiny Committee. The Chief Officer would contact the Committee to arrange when this would occur and whom the group would consist of.

The priority order of work required would be confirmed in due course. However, staffing issues should be resolved prior to the budget setting process.

11. To consider any Freedom of Information requests/complaints/compliments received by the Council.

Further correspondence had been received since the last meeting concerning the noise level at the recent Waterways Festival.

Correspondence had also arrived in the office relating to the new access gate at Middletown Allotments and the sale of part of North Parade Recreation Ground. The Chief Officer was dealing with both of these matters.

12. To consider excluding press and public for consideration of item 13 on the grounds that they relate to confidential matters.

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business about to be transacted, it is advisable and in the public interest that the press and public be asked to withdraw.

13. To consider any reports from the Financial Transactions Monitoring Group concerning the Council's Bank Reconciliations and/or invoices.

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It was **RESOLVED** to readmit the press and public.

14. To receive notification on matters that members would like included on a future agenda.

The Chairman or Vice-Chairman of the Committee to discuss future agenda items with the Chief Officer 10-14 days before a scheduled meeting.

Meeting Closed at 8.45 pm.