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Wednesday, 10 July 2024

To All Councillors:

As a Member or Substitute of the **Governance & Resources Committee**, please treat this as your summons to attend a meeting on **Thursday, 18 July 2024 at 6.00 pm** in the **Council Chamber, Town Hall, Matlock, DE4 3NN**

Yours sincerely,

Helen Mitchell  
Director of Corporate and Customer Services

This information is available free of charge in electronic, audio, Braille and large print versions, on request.

For assistance in understanding or reading this document or specific information about this Agenda or on the "Public Participation" initiative please call the Committee Team on 01629 761133 or email [committee@derbyshiredales.gov.uk](mailto:committee@derbyshiredales.gov.uk)

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Please advise the Democratic Services Team on 01629 761133 or email [committee@derbyshiredales.gov.uk](mailto:committee@derbyshiredales.gov.uk) of any apologies for absence.

### 2. APPROVAL OF MINUTES OF PREVIOUS MEETING (Pages 5 - 12)

21 March 2024

### 3. PUBLIC PARTICIPATION

To enable members of the public to ask questions, express views or present petitions, **IF NOTICE HAS BEEN GIVEN**, (by telephone, in writing or by email) **BY NO LATER THAN**

**12 NOON OF THE WORKING DAY PRECEDING THE MEETING.** As per Procedural Rule 14.4 at any one meeting no person may submit more than 3 questions and no more than 1 such question may be asked on behalf of one organisation.

#### **4. INTERESTS**

Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the District Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member, her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at the time.

#### **5. QUESTIONS PURSUANT TO RULE OF PROCEDURE NUMBER 15**

To answer questions from Members who have given the appropriate notice.

#### **6. EXTERNAL AUDIT PROGRESS REPORT (Pages 13 - 34)**

This report provides the Committee with updates on the status of the external audit and on the national audit 'backstop' position.

#### **7. EXTERNAL AUDIT STRATEGY MEMORANDUM FOR THE FINANCIAL YEAR ENDING 31 MARCH 2024 (Pages 35 - 76)**

This report provides information about the upcoming external audit relating to the financial year 2023/24.

#### **8. ANNUAL GOVERNANCE STATEMENT 2023/24 (Pages 77 - 116)**

The Annual Governance Statement provides an overview of how the Council's governance arrangements operate. Governance comprises the systems and processes, culture and values by which the Council is directed and controlled, and through which it is accountable to, engages with and leads the community.

This report covers the annual review to ensure that governance arrangements remain effective. The report shows the extent to which the Council has complied with its own code of governance and describes significant governance issues, alongside an explanation of what actions have been taken to bring about required improvements, and what work is still to be done. This provides transparency and gives assurance that the Council is committed to continuously improve the way in which it functions.

#### **9. PRODUCTIVITY PLAN (Pages 117 - 130)**

This report outlines the proposed submission of a Productivity Plan for Derbyshire Dales District Council to the Ministry of Housing, Communities and Local Government.

#### **10. RISK MANAGEMENT - ANNUAL REPORT 2023/24 (Pages 131 - 146)**

The Council's Risk Management Policy and Strategy requires the Chief Executive to report to Members, by way of an annual report, on the Council's risk management arrangements and how key strategic risks are being managed.

This report describes the Council's risk management processes and working practices, which ensure that risk management arrangements continue to be effective, timely and fit for purpose, providing the Council with the correct levels of insight and support in relation to its risk exposure.

## **11. COMMUNICATIONS AND MARKETING STRATEGY - ANNUAL REPORT 2024/25 (Pages 147 - 174)**

The Communication and Marketing Strategy sets out how residents, employees and service users are kept informed about what the District Council is doing, how it is spending public money, and the District Council services they can access.

## **12. WORK PROGRAMME FOR THE YEAR AHEAD**

For the Committee to consider items, training or briefings they would wish to see on issues relating to the Committee's terms of reference.

## **13. INTERNAL AUDIT REPORT 2023/24 (Pages 175 - 196)**

The purpose of this report is to present the 2023/24 Internal Audit Annual Report for Derbyshire Dales District Council and the Head of Internal Audit's opinion on the adequacy of the Council's arrangements for governance, risk management and control.

The report enables the Governance and Resources Committee to obtain necessary assurances on the overall arrangements of governance, risk management and control systems.

## **14. INTERNAL AUDIT PROGRESS UPDATE 2023/24 (Pages 197 - 254)**

This report is to present for members' information the last progress update in respect of the 2023/2024 Internal Audit Plan and to provide assurance on the governance, risk and control arrangements in place. The report includes a summary of internal audit reports issued since the last meeting of this committee and an update on the implementation of internal audit recommendations.

Please note that appendices 2 and 5 are exempt under Local Government Act 1972 schedule 12A Section 3.

Members of the Committee - Councillors Nick Wilton (Chair), Neil Buttle (Vice-Chair), Anthony Bates, Geoff Bond, Bob Butcher, Gareth Gee, Dawn Greatorex, Steve Flitter, David Hughes, Simon Ripton and Roger Shelley

Substitutes – Councillors Kelda Boothroyd, Matt Buckler, Martin Burfoot, David Chapman, Peter Dobbs, Marilyn Franks, Susan Hobson, Stuart Lees, Joanne Linthwaite, Laura Mellstrom, Andy Nash, Peter O'Brien and Peter Slack

### **NOTE**

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