

CHARTER TRUSTEES FOR THE CITY OF DURHAM

28 October 2015

Update Report



City of Durham

Report of Bryan Smith, Clerk to the Charter Trustees

Purpose of the Report

1. To update Charter Trustees upon events following last meeting on 17 June 2015.

Background

2. Charter Trustees will recall that following last year's annual audit the Issues Arising Report from external auditors BDO required that two issues be addressed namely 1) compile an Asset Register to help ensure recorded value of assets and investments is, as far as possible, accurate and to ensure the Trust is safeguarding its assets. 2) carry out a risk assessments process to review effectiveness of internal control and review annually before the end of the financial year. Such risk assessment to be reviewed and minuted as evidence of each review.
3. Assets Register - At the last meeting (17.6.15) Charter Trustees authorised the signing of a Transfer Agreement between Durham County Council and the Charter Trustees to formalise the transfer of physical assets particularly those held at Town Hall Durham. The Transfer Agreement was signed sealed and completed on 22 July 2015 and has been verified by internal audit as part of this year's audit review process.
4. Valuation of Mayoral Chains – arrangements were made for inspection and valuation of the Mayor and Deputy Mayors chains of office by Anderson & Garland in June. A copy of the valuation report will be available for Charter Trustees to view at the meeting. The chains of office have been added to the Assets Register as assets held by the Charter Trustees.
5. Risk Assessment matrix - Charter Trustees will recall that the assessment matrix was approved at the meeting on 1 April 2015 for the previous financial year. Last year's audit report recommendation was

that the assessment "...must be reviewed and minuted as evidence of the review being undertaken annually before the end of the financial year." Unfortunately when the BDO audit review report was received recently on 15.9.15 it confirms that the Risk Assessment was not minuted during the year and when queried by the Clerk it transpires they take the financial year to year end 31 March 2015. Hence we were one day late and this is noted and arrangements will be made to ensure the Risk Assessment will be approved and minuted before year end for this year.

6. Ceremonial occasions and Past Mayors – use of robes – following the debate and recommendations at the last meeting it is confirmed that:-

There are 8 Officers robes (Black with Silver Trim)

The number of County Alderman that have been Trustees is 1
Alderman B Myers.

Please note there are 10 former Mayors.

Please note also that there are 20 additional Trustee Robes available (Black with Red Trim).

Recommendation

7. That the various updates be noted and accepted.

Contact: Bryan Smith Tel: 03000 269717

Appendix 1: Implications

Finance – Detailed within the report.

Staffing - None specific within the report.

Risk - None specific within the report.

Equality and Diversity / Public Sector Equality Duty - None specific within the report.

Accommodation - None specific within the report.

Crime and Disorder - None specific within the report.

Human Rights - None specific within the report.

Consultation - None specific within the report.

Procurement - None specific within the report.

Disability Issues - None specific within the report.

Legal Implications - None specific within the report.