

SMALLER AUTHORITIES PROPER PRACTICES PANEL

Date	16 January 2025
Time	10.00 - 12.00
Location	Teams

Item number	
1	<p>Attendees: Jennifer Bevan, CIPFA JB; Annie Child, SAAA AC; Ja'Neen Day, WALCA (NALC Representative) JD; Matthew Hemsley, MHCLG MH; Derek Kemp, Chair DK; Andrew Kendrick, NAO AK; Alan Mellor, SLCC AM; Mark Mulberry, IAF MM; Carolyn Rossiter, SAAG (NAO Representative) CR. Claire Reed, secretariat CLR.</p> <p>Apologies: Sally-Anne Jeffery, ADA SJ</p>
2	<p>Declarations of Interest. DK - Proper Practice, production of accounts – commercial interest.</p> <p>JB – Engaging CIPFA?</p>
3	<p>Notes from the meeting held on 11 December 2024. Agreed</p>
4	<p>Practitioners' Guide 2025.</p> <p>The draft guide was approved with the following changes:</p> <ul style="list-style-type: none"> ▫ All references to JPAG to be changed to SAPPP. ▫ All references to a Parish Council to be changed to a smaller authority. ▫ 1.9 - Add the word <u>unpaid</u> after <i>other members may perform these roles</i>. ▫ 1.11 - references to DLUHC to be changed to government or removed. ▫ 1.26 - Change the word <u>should</u> to <u>must</u>.

	<ul style="list-style-type: none"> ▫ 1.26 - Change example email addresses to: <u>@abcparishcouncil</u>; add the example <u>abcparishclerk@outlook.co.uk</u>. ▫ Assertion 10 – Add the text <u>Note: Assertion 10 will not appear on the AGAR until 2025-26</u> after the title. ▫ 1.46 - Approval Process to be reinstated after assertion 10. ▫ 1.53 Remove paragraph. ▫ All references to <u>should</u> in Proper Practices to be changed to <u>must</u>. ▫ 2.91 - Remove <u>Authorities may wish to seek assistance</u>. ▫ 2.10.1 - Change the word <u>should</u> to <u>must</u>. ▫ 2.10.1 - Change <u>and there should be no netting off</u> to <u>without netting off</u>. ▫ Add <u>These changes to Box 11 apply to the AGAR for 2025-26 and not 2024-25</u> after the title <i>Line 11 (before 2.30)</i> ▫ 2.30 - amend the reference to <u>1.44</u> ▫ 2.30 - Add <u>Information for authorities on a receipts and payments basis can be found in Section 5</u> after 2.31 ▫ 5.74 - Replace <u>ICO</u> with <u>Information Commissioner's Office</u> ▫ 5.76 - Change <u>£25,001</u> to <u>£25,000</u>. ▫ 5.83 - remove the words <u>at least</u>. ▫ 5.125 - remove <u>contact the SLCC membership team or</u>. ▫ 5.126 - Website Accessibility. Change to <u>Where smaller authorities are subject to accessibility law they do not have to buy a new website to comply if doing so places a disproportionate burden on the smaller authority</u>. ▫ 5.126 - Remove: <u>For example, if the council cannot afford a new website</u>. ▫ 5.128 - add the word <u>regular</u> before <i>training</i>. ▫ 5.128 - Remove the word <u>council</u> before <i>members</i>.
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	<p><u>It was agreed that no changes to the AGAR were needed for 2025.</u></p> <p>Action: CLR to redraft and circulate to members for approval.</p>
5	<p>Project Management</p> <p>AC briefed the Panel. SAAA's Board is supportive of SAPPPs action plan which fits with SAAA's limited assurance efficiency and effectiveness improvement plan. SAAA will consider funding for SAPPP's workstreams on a case-by-case basis.</p> <p>It was acknowledged that the current project management resource is insufficient. It was agreed that AC and CLR will draft a new job description for the SAPPP Project Management role.</p> <p>Action: AC & CLR</p>
6	<p>Items for Information</p> <ul style="list-style-type: none"> ▪ <u>Local Audit Reform</u>. The MHCLG will be holding a workshop as part of their consultation process on the reform of local audit in the last week of January or the first week of February. Panel members agreed to their email addresses being forwarded to MHCLG so they may attend and represent their respective organisations. Members agreed that a workshop in February was preferable. ▪ <u>Accessibility of AGAR Forms</u>. SAAA are working with a specialist to improve the accessibility of the AGAR forms when published. It is hoped the new forms will be ready for 2024-25. ▪ <u>CIPFA Purple Book</u>. It was noted that CIPFA don't have a copy of the Purple Book, published in 1996. The CIPFA publication team would like to meet with a representative of SAPPP to discuss the potential release of the copyright. DK, who has a copy of the book, volunteered to meet CIPFA. Action: JB to arrange. ▪ <u>CIPFA involvement in the Proper Practices Project</u>. CIPFA are keen to explore the possibility of involvement with the project and will be meeting with AC in the coming weeks to discuss further. <p>Upcoming Meetings</p> <ul style="list-style-type: none"> ▪ 13 February 2025, 9am (Teams) Proper Practices

Minutes



Claire Reed
Secretariat

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