



Reigate & Banstead
BOROUGH COUNCIL
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REPORT OF:	HEAD OF LEGAL SERVICES
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TO:	HEALTH AND WELL BEING SUB COMMITTEE
DATE:	13 February 2017
EXECUTIVE MEMBER:	COUNCILLOR V.W. BROAD

KEY DECISION REQUIRED:	NO
WARD (S) AFFECTED:	ALL

SUBJECT:	APPOINTMENT OF COMPANY SECRETARY AND AUDITOR
RECOMMENDATIONS: To note the current position in relation to the appointment of a Company Secretary and Auditor and that a further report be brought to the Sub Committee's next meeting to confirm how these roles will be managed to support the company to fulfil its legal requirements.	
REASONS FOR RECOMMENDATIONS: To note the current alternative arrangements that have been made by the Company to date and to allow a further report to be presented detailing how these responsibilities will be managed in the longer term.	
EXECUTIVE SUMMARY: The Executive, on 14 July 2016, authorised the establishment of a Health and Well Being Company. As part of the wider governance arrangements the Sub Committee was delegated with the authority to appoint the Company Secretary and Auditor for the Company. The company secretarial functions are currently being undertaken through the Council's finance team. Additional support is available to the Directors if required. An Auditor is not formally required at this point of the company's activities. It is therefore proposed that a further report be presented to the Sub Committee regarding the arrangements to put in place to manage the requirements of these two appointments.	

The Sub Committee has the authority to approve the above recommendation.

STATUTORY POWERS

1. These are set out in the Annex to the report on the Sub Committee's remit at item 5.

KEY INFORMATION

2. The Sub Committee is requested to note that the present arrangement for any Company Secretarial support provided by the Council will be subject to either secondment or recharging. An appropriate resourcing agreement is set out elsewhere on the Sub Committee agenda for consideration.
3. It is proposed that the Sub Committee give further consideration to the arrangements for managing the responsibilities of a Company Secretary and Auditor. Any Auditors to be appointed would be external to the Council so there would be a charge for engaging their services. These costs would be borne by the Company directly. The Audit position will be kept under review so that an appointment can be recommended to the Sub-Committee for its consideration at its next meeting.

OPTIONS

4. The Sub Committee has the option to not request a further report back with alternatives to consider and suggest alternative ways of managing these activities.

LEGAL IMPLICATIONS

5. These are set out in the Annex to the report on the Sub Committee's remit at item 5.

FINANCIAL IMPLICATIONS

6. These are set out in the Annex to the report on the Sub Committee's remit at item 5.

RISK MANAGEMENT CONSIDERATIONS

7. These are set out in the Annex to the report on the Sub Committee's remit at item 5.

Background Papers: None