

# Minutes 18 June 2014

## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **SPECIAL MEETING** of the **AUDIT COMMITTEE** held on Wednesday 18 June 2014 at 6.00pm

### Present

**Councillors** R M Deed, R Evans (Chairman), and F J Rosamond

**Apologies** M D Binks and J D Squire

### Councillors:

### Also Present

**Officers:** A Tregellas (Head of Communities and Governance and Monitoring Officer) and J Stuckey (Member Services Officer)

## 13 PUBLIC QUESTION TIME

There were no members of the public present.

## 14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 27 May 2014 were approved as a correct record and **SIGNED** by the Chairman.

## 15 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

## 16 SOURCES OF ASSURANCE - EVIDENCED BASED(00hrs.03mins.00secs)

The Head of Communities and Governance (HOCG) presented each of the six principles of Corporate Governance outlining the variety of sources of assurance, the role of the Head of Internal Audit, the role of the Chief Financial Officer, the role of internal Audit and of the Audit Committee, all of which were used to compile the sources of assurances for the Annual Governance Statement (AGS). She explained that the Annual Governance Statement is a look back on the previous year and is published with the Annual Accounts.


The Officer explained to the Committee that the Risk Management Strategy and the Performance Management Framework were both being reviewed by the Performance Management Working Group and that the draft documents would be presented to the Audit Committee in September.

Discussion took place regarding Member Training. The HOCG informed the Committee that the Constitution Working Group were planning to write job descriptions for Members, Chairmen, Cabinet Members and the Leader, which would clearly state what is expected of them in their role. This would be useful for prospective candidates to see before committing themselves. The Committee requested that information regarding the ward for which they were standing be available for Members too. The HOCG **AGREED** to discuss the New Member pack and Training Plan with the Principal Member Services Officer and to add an action to the Annual Governance Statement action plan.

Members also agreed that information outlining what each council was responsible for would be helpful, as the public make complaints to District Councillors which are often the responsibility of either Parish or County Councils. The HOCG agreed to add this as an action to the Annual Governance Statement action plan.

## 17 ANNUAL GOVERNANCE STATEMENT (AGS)

**(01hrs.16mins.26secs)**

The Committee had before it a report \*  [Minute 22 \[379kb\]](#) from the Head of Communities and Governance presenting it with the Annual Governance Statement and accompanying Action Plan for 2013/14. In her professional opinion there were no significant areas for concern within the governance arrangements of the authority.

It was **AGREED** that Councillor's Job Descriptions would be added to the Action Plan.

Note: \* Report previously circulated; copy attached to the signed Minutes.

#### **18 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING: 24 June 2014**

Draft Annual Governance Statement (AGS)

Draft Annual report and accounts for year ended 31 March 2014

Progress update from the external auditors

2014/15 Audit fee Letter

(The meeting ended at 7.23pm)

**CHAIRMAN**