

Meeting of the Audit Committee

Tuesday 23 September 2014 at 6.00pm
Exe Room, Phoenix House

(Date of next meeting: 2 December 2014)

Those attending are advised that this meeting will be audio recorded

Membership

M Binks
R M Deed
R Evans (Chairman)
F J Rosamond
J D Squire

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

1. **Apologies** - To receive any apologies for absence.
2. **Public Question Time** - To receive any questions relating to items on the Agenda from members of the public and replies thereto.

Note: A maximum of 30 minutes is allowed for this item.

3. **Minutes of the previous meeting** – To approve as a correct record the minutes of the meeting held on 24 June 2014 (circulated with the Summons for full Council on 3 September 2014).
4. **Chairman's Announcements** - To receive any announcements that the Chairman may wish to make.
5. **Annual Report and Accounts 2013/14** – To receive and approve the finalised accounts for 2013/14 as presented in a report from the Head of Finance.
6. **Annual Governance Statement (AGS)** – To receive and approve the finalised version of the Annual Governance Statement from the Head of Communities and Governance.

Committee Administrator: Sarah Lees
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Email: slees@middevon.gov.uk

7. **Grant Thornton's Draft Audit Findings Report for 2013/14** – To receive a draft report from the external auditors summarising their findings following the 2013/14 external audit of the Council's accounts.
8. **Risk Management Strategy** – To receive a report from the Head of Communities and Governance presenting the Committee with the Risk and Opportunity Management Strategy for approval
9. **Performance and Risk** – To consider a report of the Head of Communities and Governance providing Members with an update on performance against the Corporate Plan and local service targets as well as providing an update on the key business risks.
10. **Internal Audit Progress Report** – To receive a report from the Audit Team Leader updating the Committee on the work performed by Internal Audit in the 2014/15 financial year to date.
11. **Internal Audit reports** – Committee to discuss any issues arising from any Audit reports they have received since the last meeting. During discussion of this item it may be necessary to pass the following resolution to exclude the press and public as sensitive information may need to be discussed:

ACCESS TO INFORMATION ACT – EXCLUSION OF THE PRESS AND PUBLIC

RECOMMENDED that under section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).

12. **Corporate Debt Collection Policy** – To receive a report from the Head of Finance seeking approval for an updated Corporate Debt Collection Policy.
13. **Identification of items for the next meeting: 2 December 2014**

The following items are currently listed in the work programme for the following meeting:

- Data Quality Policy
- Anti-Money Laundering Policy
- Anti-Fraud and Corruption Policy
- Whistle-blowing Policy

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- Internal Audit reports
- Internal Audit update
- Pre-planning report – Internal Audit work plan
- Progress update on the Annual Governance Statement Action Plan
- Certification Work report 2013/14 (Grant Thornton)
- The Council's arrangements to financial resilience (Grant Thornton)
- External Audit update

Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Kevin Finan
Chief Executive
15 September 2014

Members of the public are welcome to attend the meeting and listen to discussion. Lift access to the Exe/Lowman Room on the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or, if you would like a copy of the Agenda in another format (for example in large print) please contact Sarah Lees on:

Tel: 01884 234310
Fax: 01884 234318
E-Mail: slees@middevon.gov.uk

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use social media to report on proceedings at this meeting.

Meeting agendas and minutes are available on the Council Website: www.middevon.gov.uk

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