

# Mid Devon District Council

## Audit Committee

Tuesday, 24 March 2020 at 5.30 pm  
Exe Room, Phoenix House, Tiverton

Next ordinary meeting  
Tuesday, 2 June 2020 at 5.30 pm

Those attending are advised that this meeting will be recorded

## Membership

Cllr R Evans (Chairman)  
Cllr Mrs C Collis  
Cllr B A Moore  
Cllr D F Pugsley  
Cllr A Wilce  
Cllr J Wright  
Cllr A Wyer

## A G E N D A

*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. **Declaration of Interests under the Code of Conduct**  
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
3. **Public Question Time**  
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
4. **Chairman's Announcements**  
To receive any announcements that the Chairman may wish to make.
5. **Minutes of the previous meeting (Pages 5 - 8)**  
Members to consider whether to approve the minutes as a correct record of the meeting held on 28 January 2020.

6. **Climate Change 'risk'**  
At its meeting on 27<sup>th</sup> August 2019 the Committee agreed that the 'risks' in relation to the Climate Change Declaration ought to be monitored by the Audit Committee. The Cabinet Member for Climate Change will be in attendance to take part in an initial discussion.
7. **Performance & Risk Report** *(Pages 9 - 52)*  
To receive a report from the Group Manager for Governance, Performance and Data Security providing Members with an update on performance against the Corporate Plan and local service targets for 2019-20 as well as providing an update on the key business risks.
8. **Progress Update on the Annual Governance Statement Action Plan** *(Pages 53 - 58)*  
To receive a report from the Group Manager for Performance, Governance and Data Security providing the Committee with an update on progress made against the Annual Governance Statement 2018/19 Action Plan.
9. **Risk and Opportunity Management Policy** *(Pages 59 - 78)*  
To receive a report from the Group Manager for Performance, Governance and Data Security presenting the Committee with the updated Risk & Opportunity Management Policy for approval.
10. **Internal Audit Progress Report 2019-2020** *(Pages 79 - 90)*  
To receive a report from the Deputy Head of the Devon Audit Partnership monitoring the progress and performance of Internal Audit.
11. **Internal Audit Strategy and Charter** *(Pages 91 - 106)*  
To receive a report from the Audit Team Manager presenting the Committee with the Internal Audit Charter and Strategy for effective operation of the internal audit service.
12. **Internal Audit Plan 2020 2021** *(Pages 107 - 124)*  
To receive the Internal Audit Plan for 2020-2021 from the Head of the Audit Partnership. The Audit Committee is required to review and approve this in order to provide assurance to support the governance framework.
13. **External Audit Progress Report and Sector Update** *(Pages 125 - 144)*  
To receive a report from Grant Thornton providing an update on progress in delivering their responsibilities as the Council's external auditors.
14. **Chairman's Annual Report for 2019/2020** *(Pages 145 - 148)*  
To receive the Chairman's annual report for 2019 – 2020.
15. **Identification of items for the next meeting**  
Members are asked to note that the following items are identified in the

work programme for the next meeting:

- Election of Chairman for 2020/2021
- Election of Vice Chairman for 2020/2021
- Performance & Risk
- Progress update on the Annual Governance Statement Action Plan
- Internal Audit Progress update
- External Audit Progress update
- Start time of meetings for 2020/2021

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

**Stephen Walford**  
Chief Executive  
Monday, 16 March 2020

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 other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access to 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  
E-Mail: [slees@middevon.gov.uk](mailto:slees@middevon.gov.uk)