

## Mid Devon District Council

### Audit Committee

Tuesday, 2 June 2020 at 5.30 pm

Next ordinary meeting  
Tuesday, 11 August 2020 at 5.30 pm

**Important - this meeting will be conducted and recorded by Zoom only. Please do not attend Phoenix House. The attached Protocol for Remote Meetings explains how this will work.**

To join the Zoom Meeting please use the following link:

<https://zoom.us/j/93116668300?pwd=QkxvSHJ1Tm1zSWJXdGVmdHNHOEJjdz09>

Meeting ID: 931 1666 8300  
Password: 287570

One tap mobile

+442034815240,,93116668300#,,1#,287570# United Kingdom

+442080806591,,93116668300#,,1#,287570# United Kingdom

Dial by your location

0 800 358 2817 United Kingdom Toll-free

0 800 031 5717 United Kingdom Toll-free

0 800 260 5801 United Kingdom Toll-free

Meeting ID: 931 1666 8300  
Password: 287570

## Membership

Cllr Mrs C Collis

Cllr B Evans

Cllr B A Moore

Cllr D F Pugsley

Cllr A Wilce

Cllr J Wright

Cllr A Wyr

## 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. **Election of Chairman**  
To elect the Chairman of the Audit Committee for the municipal year 2020/2021.
2. **Election of Vice Chairman**  
To elect the Vice Chairman of the Audit Committee for the municipal year 2020/2021.
3. **Apologies**  
To receive any apologies for absence.
4. **Remote Meetings Protocol** *(Pages 5 - 10)*  
To note the protocol for remote meetings.
5. **Public Question Time**  
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
6. **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.
7. **Minutes of the previous meeting** *(Pages 11 - 14)*  
Members to consider whether to approve the minutes as a correct record of the meeting held on 28 January 2020.
8. **Chairman's Announcements**  
To receive any announcements that the Chairman may wish to make.
9. **Performance & Risk Report** *(Pages 15 - 58)*  
To receive a report from the Director of Corporate Affairs & Business Transformation 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.
10. **Risk and Opportunity Management Policy** *(Pages 59 - 78)*  
To receive and approve a report from the Group Manager for Performance, Governance and Data security presenting the Committee with the updated Risk & Opportunity Management Policy for approval.
11. **Internal Audit Approach during the Covid-19 pandemic** *(Pages 79 - 84)*  
To receive, and note, a report from the Devon Audit Partnership updating the Audit Committee on how they are looking to adjust ways of working to help deliver their work, in particular the 2020/21 Internal Audit plan. Also how they aim to provide wider support to organisations as they respond to the challenges brought about by Covid-19.

12. **Internal Audit Charter and Strategy** (*Pages 85 - 100*)  
To receive and approve a report from the Internal Audit Team Manager presenting the Committee with the Internal Audit Charter and Strategy for the effective operation of the internal audit service.
13. **Internal Audit Plan 2020/21** (*Pages 101 - 118*)  
To receive and approve 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.
14. **Internal Audit Annual Report for 2019/2020** (*Pages 119 - 136*)  
To receive, and note, a report from the Audit Manager updating the Committee on the work performed by Internal Audit during the 2019/20 financial year as required by the Public Sector Internal Audit Standards.
15. **Grant Thornton - Addendum to the Audit Plan** (*Pages 137 - 140*)  
To receive, and note, a report from the External Auditors providing an update to the planned scope and timing of the statutory audit of Mid Devon District Council in light of the unprecedented global response to the Covid-19 pandemic.
16. **Chairman's Annual Report for 2019 / 2020** (*Pages 141 - 144*)  
To receive the Chairman's Annual Report for 2019 / 2020.
17. **Start time of meetings**  
To agree the start time of meetings for the remainder of the municipal year.
18. **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:
  - Annual Governance Statement for 2019 / 2020 and Corporate Governance Framework
  - Annual Report and Accounts for 2019 / 2020
  - Grant Thornton Audit Findings for 2019 / 2020
  - Grant Thornton Fee Letter

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

**Stephen Walford**  
Chief Executive  
Friday 22 May 2020

## **Covid-19 and meetings**

The Council will be holding some meetings in the next few weeks, but these will not be in person at Phoenix House until the Covid-19 crisis eases. Instead, the meetings will be held remotely via Zoom and you will be able to join these meetings via the internet. Please see the instructions on each agenda and read the Protocol on Remote Meetings before you join.

If you want to ask a question or speak, email your full name to [Committee@middevon.gov.uk](mailto:Committee@middevon.gov.uk) by **no later than 4pm on the day before the meeting**. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

If you require any further information, please contact Sarah Lees on:  
[slees@middevon.gov.uk](mailto:slees@middevon.gov.uk)