

Mid Devon District Council

Audit Committee

Tuesday, 11 August 2020 at 5.30 pm
Remote meeting

Next ordinary meeting
Tuesday, 22 September 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/97728830334?pwd=TTFQdDhCRDdCWklzZXMvZGdpTTdmdz09>

Meeting ID: 977 2883 0334

Password: 835712

One tap mobile

08000315717,,97728830334#,,,0#,,835712# United Kingdom Toll-free

08002605801,,97728830334#,,,0#,,835712# United Kingdom Toll-free

Dial by your location

0 800 031 5717 United Kingdom Toll-free

0 800 260 5801 United Kingdom Toll-free

0 800 358 2817 United Kingdom Toll-free

Meeting ID: 977 2883 0334

Password: 835712

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. **Protocol for Remote Meetings (Pages 5 - 10)**
Committee to note the protocol for holding remote meetings.
3. **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
4. **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.
5. **Minutes of the previous meeting (Pages 11 - 16)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 23 June 2020.
6. **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
7. **Update on Climate Change Declaration and associated risks**
The Cabinet Member for Climate Change will be present to assist the Committee in understanding what actions have been identified as easy to do, what maybe more medium term, plus any high investment opportunities whilst also recognising the severe restrictions on the Council's budget.
8. **Procedures used for the checking of the Covid 19 grants administered by MDDC**
Initial verbal discussion to take place as to whether there are adequate checking procedures in place for the administration of Covid 19 grants undertaken by this authority.
9. **Performance and Risk (Pages 17 - 52)**
To receive a report from the Group Manager for Performance, Governance and Data Security providing the Committee with an update on performance against the Corporate Plan and local service targets for 2020-21 as well as providing an update on the key business risks.
10. **Annual Governance Statement for 2019/2020 and Corporate Governance Framework (Pages 53 - 86)**
To receive a report from the Group Manager for Performance, Governance and Data Security presenting the Committee with the

finalised Annual Governance Statement and Action Plan (Appendix A) and accompanying Corporate Governance Framework (Appendix B) for 2019/20.

11. **Annual Report and Accounts for 2019/2020**

To receive a report from the Deputy Chief Executive (S151) presenting the final version of the annual Statement of Accounts to Members.

(To follow).

12. **Grant Thornton Audit Findings 2019/2020**

To receive a report from Grant Thornton (the Council's external auditors) presenting their audit findings for 2019 / 2020.

(To follow).

13. **Letter of Representation from Grant Thornton**

To receive the annual Letter of Representation form Grant Thornton.

(To follow).

14. **Identification of items for the next meeting**

Members are asked to note that the following items are already identified in the work programme for the next meeting:

- Performance and Risk
- Progress update on the Annual Governance Statement Action Plan
- Internal Audit Progress Report
- External Audit Progress Report and Update

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

Stephen Walford
Chief Executive
Monday 3 August 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 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