

Mid Devon District Council

Audit Committee

Tuesday, 26 January 2021 at 5.30 pm
Remote meeting

Next ordinary meeting
Tuesday, 23 March 2021 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/97234777888?pwd=bzIzSzU4YStqS1hjK216T2h0V054QT09>

Meeting ID: 972 3477 7888
Passcode: 956649

One tap mobile

08003582817,,97234777888#,,,,,0#,,956649# United Kingdom Toll-free

08000315717,,97234777888#,,,,,0#,,956649# United Kingdom Toll-free

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: 972 3477 7888
Passcode: 956649

Membership

Cllr S J Penny (Chairman)

Cllr W Burke

Cllr Mrs C Collis

Cllr N V Davey

Cllr A White

Cllr A Wilce

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. **Remote meeting protocol (Pages 5 - 10)**
To note the protocol for 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 - 18)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 17 November 2020.
6. **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
7. **DAP representation**
Since the last meeting, when DAP representation was discussed, the Council has been informed that DAP meetings will be inquorate if Mid Devon District Council does send a representative, meaning that their meetings could not take place. The Chairman has requested therefore that members of the Committee again give consideration to formally electing one additional Member of the Committee to attend DAP meetings alongside the Chairman.
8. **Corporate Recovery Policy (Pages 19 - 38)**
To receive a report from the Deputy Chief Executive (S151), the Corporate Manager of Revenues, Benefits & Recovery and the Principal Revenues and Benefits Officer presenting an updated policy that identifies where responsibility for collection of different debts lies and sets out the principles and standards in relation to contact, recovery process, repayments and benefit / money advice.
9. **Grants - Local Restrictions**
To receive a verbal update from the Corporate Manager for Revenues, Benefits and Recovery.

10. **Performance and Risk** (*Pages 39 - 84*)
To receive a report from the Group Manager for Performance, Governance and Data Security providing Members 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.
11. **Annual Governance Statement Action Plan update** (*Pages 85 - 90*)
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 2019/20 Action Plan.
12. **Anti-Fraud and Corruption Policy and Strategy** (*Pages 91 - 130*)
To receive a report from the Group Manager for Performance, Governance and Data Security presenting the Committee with the reviewed and updated Policy for Anti-Fraud & Corruption and the Anti-Fraud and Corruption Strategy.
13. **Internal Audit Progress Report** (*Pages 131 - 144*)
To receive a report from the Devon Audit Partnership monitoring the progress and performance of Internal Audit.
14. **Annual Audit Letter from Grant Thornton** (*Pages 145 - 162*)
To receive the Annual Audit Letter from Grant Thornton.
15. **External Audit Progress Report and Sector Update**
To receive a verbal update from the Engagement Lead from Grant Thornton.
16. **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:
 - Covid grant post payment checking report
 - Performance and Risk
 - Update on the Annual Governance Statement Action Plan
 - Whistleblowing Policy
 - Risk and Opportunity Management
 - Internal Audit Progress Report
 - Internal Audit Charter and Strategy
 - Internal Audit Plan
 - Assurance Mapping
 - Grant Thornton Audit Plan
 - Grant Thornton Audit Progress and Certification Report
 - Chairman's Annual Report 2020/2021

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

Stephen Walford
Chief Executive
Monday, 18 January 2021

Covid-19 and meetings

Meetings will not be held 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