

Mid Devon District Council
Audit Committee

**Tuesday, 27 July 2021 at 5.30 pm
Exe Room, Phoenix House, Tiverton**

**Next meeting
Tuesday, 21 September 2021 at a time to be confirmed**

Important - this meeting will take place at Phoenix House, but members of the Public and Press can and should attend via Zoom only. Please do not attend Phoenix House without prior agreement. The attached Protocol for Hybrid Meetings explains how this will work.

Join Zoom Meeting

<https://zoom.us/j/98673231814?pwd=TVZ0VIRPK05RSmk2ZDRwMUZITXRjUT09>

Meeting ID: 986 7323 1814

Passcode: 568685

One tap mobile

08003582817,,98673231814#,,,*568685# United Kingdom Toll-free

08000315717,,98673231814#,,,*568685# 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: 986 7323 1814

Passcode: 568685

Membership

Cllr W Burke

Cllr Mrs C Collis

Cllr N V Davey

Cllr S J Penny

Cllr A Wyer

Cllr A White

Cllr A Wilce

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 a Chairman of the Audit Committee for the municipal year 2021/2022.
2. **Election of Vice Chairman**
To elect a Vice Chairman of the Audit Committee for the municipal year 2021/2022.
3. **Apologies**
To receive any apologies for absence.
4. **Protocol for hybrid meetings (Pages 7 - 14)**
To note the protocol for hybrid 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 15 - 22)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 23rd March 2021.
8. **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
9. **Start time of meetings**
To agree the start time of meetings for the remainder of the municipal year.
10. **Performance & Risk Outturn Report 2020/21 (Pages 23 - 82)**
To receive a report from the Chief Executive providing Members with the outturn on performance against the Corporate Plan and local service targets for 2020/21.
11. **Draft Annual Governance Statement & Corporate Governance Framework (Pages 83 - 112)**
To receive a report from the Operations Manager for Performance, Governance and Health & Safety presenting the Committee with the draft Annual Governance Statement and Action Plan (Appendix A) and accompanying Corporate Governance Framework (Appendix B) for

2020/21.

12. **Draft Statement of Accounts for 2020/2021** (*Pages 113 - 276*)
To receive a report from the Deputy Chief Executive (S151) presenting the draft version of the annual Statement of Accounts to Members published on the website and presented for external audit in May.
13. **Internal Audit Progress Report 2021 - 2022** (*Pages 277 - 284*)
To receive a report from the Devon Audit Partnership monitoring the progress of the internal audit function.
14. **DAP Annual Report for 2020 - 2021** (*Pages 285 - 304*)
To receive a report from the Devon Audit Partnership updating the Committee on the work performed by the internal audit during the financial year 2020/2021.
15. **External Audit Progress Report** (*Pages 305 - 318*)
To receive a report from Grant Thornton providing an update on progress in delivering their responsibilities as the Council's external auditors.
16. **External Audit Plan 2020/2021** (*Pages 319 - 342*)
To receive a report from Grant Thornton providing an overview of the planned scope and timing of the statutory audit of Mid Devon District Council's Accounts for 2020/2021.
17. **External Audit - Accounting estimate management summary** (*Pages 343 - 354*)
To receive a report from Grant Thornton setting out queries in relation to some accounting estimates in the financial statements and the MDDC management response.
18. **External Audit - PSA Informing the audit risk assessment 2020-21** (*Pages 355 - 382*)
To receive a report from Grant Thornton, the purpose of which is to contribute towards the effective two-way communication between Mid Devon District Council's external auditors and Mid Devon District Council's Audit Committee, as 'those charged with governance'. The report covers some important areas of the auditor risk assessment where the external auditors are required to make inquiries of the Audit Committee under auditing standards.
19. **Access to Information - Exclusion of the Press and Public**
During discussion of the following item it may be necessary to pass the following resolution to exclude the press and public having reflected on Article 12 12.02(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local

Government Act 1972. The Committee will need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

To consider passing the following resolution so that exempt information may be discussed.

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 respectively 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).

20. **Lessons learned from the disposal of Park Nursery (Pages 383 - 386)**

At the Cabinet meeting held on the 13/5/21, during the discussion on the monthly performance update from 3Rivers, it was proposed that the Council reflected on the process taken to dispose of the old Grounds Maintenance depot (Park Nursery), Park Road, Tiverton and to consider whether there were any lessons that could be learned.

The Audit Committee was requested to undertake a lessons learned review, providing a report to Cabinet on the financial and other impacts from the process followed for the sale of Park Road Nursery and recommending what improvements might be made in future.

A briefing paper setting out the relevant issues is attached.

21. **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:

- Annual Governance Statement (final version for sign off)
- Statement of Accounts (final version for sign off)
- Internal Audit Progress Report
- PSAA Consultation and new auditor appointment process
- Redmond Review update briefing
- Grant Thornton - Letter of Representation

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

Stephen Walford
Chief Executive
Monday, 19 July 2021

Covid-19 and meetings

From 7 May 2021, the law requires all councils to hold formal meetings in person. However, the Council is also required to follow government guidance about safety during the pandemic. For a short period the Council will enable all people to continue to participate in meetings via Zoom.

You are strongly encouraged to participate via Zoom to keep everyone safe - there is limited capacity in meeting rooms if safety requirements are to be met. There are restrictions and conditions which apply to those in the building and the use of the building. You must not attend a meeting at Phoenix House without complying with the requirements in the new protocol for meetings. You must follow any directions you are given.

Please read the new meeting protocol which is available here:
<https://democracy.middevon.gov.uk/documents/s21866/aaaaHybridMeetingProtocolMay2021.pdf>

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 would like a copy of the Agenda in another format (for example in large print) please contact Sarah Lees on:
E-Mail: slees@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.