

Mid Devon District Council

Audit Committee

Tuesday, 29 September 2015 at 5.30 pm
Exe Room, Phoenix House

Next ordinary meeting
Tuesday, 17 November 2015 at 5.30 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr R Evans
Cllr Mrs J B Binks
Cllr Mrs C Collis
Cllr R M Deed
Cllr T G Hughes
Cllr F W Letch
Cllr R F Radford

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. **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
3. **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
4. **Minutes of the previous meeting** (*Pages 5 - 10*)
To approve as a correct record the Minutes of the meeting held on 28 July 2015 (copy attached).
5. **Performance and Risk Q1** (*Pages 11 - 32*)
To receive a report from the Head of Communities and Governance providing Members with an update on performance against the Corporate Plan and local service targets for 2015/16 as well as providing an update on any key business risks.

6. **Internal Audit Progress Report** (Pages 33 - 42)
To receive a report from the Internal Audit Team Leader updating the Committee on the work performed by Internal Audit for the 2015/16 financial year. To include an update regarding any remaining outstanding high priority recommendations.
7. **Internal Audit Reports (standing item)**
Committee to discuss any issues arising from any Audit reports they have received since the last meeting. During discussion of this 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.

ACCESS TO INFORMATION ACT – EXCLUSION OF THE PRESS AND PUBLIC

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 section 100I and paragraph 3 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).

(Please note: This is a standing item which may not be needed should discussion have taken place regarding internal audit reports under another item on the agenda)

8. **Future position regarding external auditors**
To receive a verbal update from the Internal Audit Team Leader regarding the timetable and procedure needed to appoint future external auditors.
9. **Car parking charges - challenge** (Pages 43 - 46)
Attached to this agenda is the detailed response from Grant Thornton to the challenge raised against the 2013/14 Accounts by Cllr Mrs Roach. Officers will ensure that the next update of the Traffic Regulations Order will include reference to discounts being made available for bulk purchases of car parking permits. The precise details of these arrangements will be considered at a meeting of the Managing the Environment Policy Development Group on 24 November 2015.

10. **Minor Amendments to the Financial Regulations**
To receive a verbal update from the Head of Finance regarding some minor changes to the wording of the Financial Regulations.
11. **External Audit update** (*Pages 47 - 58*)
To receive an update report from the external auditors regarding their progress to date.
12. **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:
 - Internal Audit Progress Report
 - Internal Audit Reports
 - Performance and Risk Q2
 - Presentation from the Internal Audit Team regarding current audit issues
 - External Audit update

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

Kevin Finan
Chief Executive
Monday 21 September 2015

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