

Mid Devon District Council

Audit Committee

Tuesday, 20 March 2018 at 5.30 pm
Exe Room, Phoenix House, Tiverton

Next meeting
Tuesday, 29 May 2018 at 5.30 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr R Evans (Chairman)
Cllr Mrs J B Binks
Cllr Mrs C Collis
Cllr R M Deed
Cllr T G Hughes
Cllr R F Radford
Cllr L D Taylor

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. **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.
3. **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
4. **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
5. **Minutes of the previous meeting (Pages 5 - 10)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 23 January 2018.

6. **Performance and Risk** (*Pages 11 - 42*)
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 2017-18 as well as providing an update on the key business risks.
7. **Risk and Opportunity Management Strategy** (*Pages 43 - 62*)
To receive a report from the Group Manager for Performance, Governance and Data Security presenting the Committee with the updated Risk & Opportunity Management Strategy for approval.
8. **Progress Update on the Annual Governance Statement Action Plan** (*Pages 63 - 68*)
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 2016/17 Action Plan.
9. **Debt Collection Policy** (*Pages 69 - 100*)
To receive a report from the Group Manager for Financial Services presenting the Committee with the updated Debt Collection Policy.
10. **Audit Progress Report 2017-18**
To receive the Audit Progress Report 2017-18 from the Head of the Devon Audit Partnership.

(Report to follow)
11. **Update on outstanding Internal Audit recommendations (AJ)**
To receive a verbal update from the Director of Finance, Assets and Resources regarding outstanding audit recommendations.
12. **Internal Audit Plan 2018-19** (*Pages 101 - 114*)
To receive the Internal Audit Plan for 2018-19 from the Head of the Devon Audit Partnership.
13. **Grant Thornton - External Audit Progress Report and Sector Update** (*Pages 115 - 132*)
To receive a report from Grant Thornton providing a progress update in respect of delivering their responsibilities as the Council's external auditors.
14. **Chairman's Annual Report for 2017/18** (*Pages 133 - 136*)
To receive the annual report from the Chairman of the Audit Committee for 2017/18.
15. **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:

- Election of Chairman
- Election of Vice Chairman
- Performance and Risk Outturn for 2017/18
- Progress update on the AGS and Action Plan
- Internal Audit Progress Report
- Draft Annual Accounts for 2017/18
- Financial Regulations Review
- External Audit Progress Report & Update
- Start time of meetings

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

Stephen Walford
Chief Executive
Monday 12th March 2018

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:

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E-Mail: slees@middevon.gov.uk