

# Mid Devon District Council

## Audit Committee

Tuesday, 19 March 2019 at 5.30 pm  
Exe Room, Phoenix House, Tiverton

Next meeting  
Tuesday, 25 June 2019 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. Minutes of the previous meeting (Pages 5 - 12)**  
Members to consider whether to approve the minutes as a correct record of the meeting held on 22 January 2019.
- 5. Chairman's Announcements**  
To receive any announcements that the Chairman may wish to make.

6. **Performance & Risk** (*Pages 13 - 44*)  
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 2018-2019 as well as providing an update on the key business risks.
7. **Progress update on the Annual Governance Statement Action Plan** (*Pages 45 - 50*)  
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 2017/18 Action Plan.
8. **Risk and Opportunity Management Strategy** (*Pages 51 - 70*)  
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.
9. **Internal Audit Progress Report 2018 - 2019** (*Pages 71 - 80*)  
To receive a report from the Head of the Devon Audit Partnership providing a progress update.
10. **Internal Audit Charter and Strategy 2019 / 2020** (*Pages 81 - 96*)  
To receive a report from the Audit Team Manager presenting the Committee with the Internal Audit Charter and Strategy for the effective operation of the internal audit service.
11. **Internal Audit Plan 2019 / 2020** (*Pages 97 - 110*)  
To receive a report from the Head of the Devon Audit Partnership proposing the internal audit activity for the forthcoming year and an outline scope of the coverage.
12. **External Audit Progress Report and Sector Update** (*Pages 111 - 130*)  
To receive a report from Grant Thornton providing the Audit Committee with an update on progress in delivering their responsibilities as the Council's external auditors.
13. **Chairman's Annual Report for 2018/19** (*Pages 131 - 138*)  
To receive the annual report from the Chairman of the Audit Committee for 2018/19.
14. **Identification of items for the next meeting**  
Members are asked to note that the following items are identified in the work programme for the next meeting:
  - Election of Chairman
  - Election of Vice Chairman
  - Performance and Risk Outturn Report for 2018/19

- Draft Annual Governance Statement and Action Plan
- Draft Annual Accounts for 2018 / 2019
- Internal Audit Progress Report
- External Audit Progress Report & Sector Update
- Grant Thornton – 2019 / 2020 Fee Letter
- 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 11 March 2019

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](mailto:slees@middevon.gov.uk)