

**Mrs J Wallace**  
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Date: 27 November 2017

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## **MEETING OF AUDIT & GOVERNANCE**

**On:** Tuesday 5 December 2017 **At:** 2.00 pm

**Venue:** Town Hall - Bridge Street, Bideford, EX39  
2HS

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### **NOTICE OF MEETING**

**To:** Councillor P Hackett (Chair)  
Councillor B Boundy (Vice-Chair)  
Councillors: D Brenton, J Himan, R Julian and S Robinson

Non Elected Member: Alastair C Ashworth

**Members are requested to turn off their mobile phones for the duration of the meeting**

### **AGENDA**

#### **PART I - (OPEN SESSION)**

1.	<b>Apologies For Absence</b> To receive apologies for absence for the meeting.
2.	<b>Minutes (Pages 4 - 7)</b> Confirmation of Minutes of the Meeting held on 22 August 2017.
3.	<b>Declaration of Interests</b> Members with interests should refer to the agenda item and describe the nature of their interest when the item is considered.
4.	<b>Agreement of Agenda Items Part I and II</b>

5.	<b>Urgent Matters Brought Forward with the Permission of the Chair</b>
6.	<b>Code of Corporate Governance</b> (Pages 8 - 22) To receive the report of the Service Improvement Officer.
7.	<b>Annual Governance Statement - Review of Evidence Principle G1</b> (Pages 23 - 26) Review of evidence with the Service Improvement Officer.
8.	<b>Annual Audit Letter</b> (Pages 27 - 37) To receive the report of Grant Thornton LLP, external Auditors
9.	<b>Preparation for the 2017/18 Accounts</b> To receive a verbal update from the Strategic Manager (Resources) and Grant Thornton LLP, External Auditors
10.	<b>Managing the risk of fraud and corruption</b> (Pages 38 - 47) To receive a report from the Devon Audit Partnership, Partnership Manager.
11.	<b>Audit Reports Issued to Date</b> (Pages 48 - 66) To receive a report from the DAP Partnership Manager.
12.	<b>Progress with Agreed Actions</b> (Pages 67 - 71) To receive the report of the Services Improvement Officer.
13.	<b>Grant Thornton Update Report</b> (Pages 72 - 86) To receive the report from Grant Thornton LLP, External Auditors.
14.	<b>External Audit of HB Subsidy Claim from 2018/19</b> To receive a verbal update from the Strategic Manager (Resources).
15.	<b>Data Protection Act 2017</b> (Pages 87 - 97) To receive a report form the DAP Partnership Manager.
16.	<b>Surveillance Commissioners Inspection Report</b> (Pages 98 - 105) To receive a report from the Senior Solicitor.
17.	<b>Appointment of External Auditors from 2018/19</b> To receive a verbal update from the Strategic Manager (Resources).
18.	<b>Working in Partnership with DAP</b> To receive a verbal update from the DAP Partnership Manager.

19.	<b>Forward Plan</b> (Page 106)
20.	<b>Corporate Assurance Risk Register - December 2017</b> (Pages 107 - 117) To receive a report from the Strategic Manager (Resources)
21.	<b>Exclusion of the Public</b> The Chair to move:  That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraph 3 and 7 of Part 1 and Part 10 of Part 2 of Schedule 12A of the Local Government Act 1972.
22.	<b>Part II (Closed Session)</b>
23.	<b>Corporate Assurance Risk Register - Part II Items - December 2017</b> (Pages 118 - 123) To receive a report from the Strategic Manager (Resources)
	Meeting Organiser: Tom Vanstone - Democratic Services