



North Devon Council
Brynsworthy Environment Centre
Barnstaple
North Devon EX31 3NP

M. Mansell, BSc (Hons),
C.P.F.A.
Chief Executive

AUDIT COMMITTEE

A meeting of the Audit Committee will be held in the Barum Room, Brynsworthy Environment Centre, Barnstaple on **TUESDAY 9TH JANUARY 2018 AT 6.00 P.M.**

NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages)

Please park at the front of the building. Once parked can you please sign in the reception visitor book together with your vehicle registration details. These details are required in case of any emergency.

Members of the Committee: Councillor Flynn (Chairman)
Councillor Croft (Vice-Chairman)

Councillors Bradford, Chugg, Moore, Patrinos and Roome.

AGENDA

1. Apologies for absence.
2. To approve as a correct record the minutes of the meeting held on 5th September 2017 (attached).
3. Items brought forward which in the opinion of the Chairman should be considered by the meeting as a matter of urgency.
4. Declarations of Interests. (Please complete the form provided at the meeting or telephone Member Services to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called, and Councillors must leave the room if necessary.)
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

PART 'A'

Internal Audit Items:

6. **Internal Audit Charter.** Report by MAZARS Public Sector Internal Audit Limited (attached) (Pages 1 to 10).
7. **Internal Audit Progress Report 2017/18.** Report by Mazars Public Sector Internal Audit Limited (attached) (Pages 11 to 20).

External Audit Items:

8. **External Audit Annual Audit letter.** Report by Grant Thornton (attached) (Pages 21 to 32).
9. **External Audit Progress Report.** Report by Grant Thornton (attached) (Pages 33 to 50).

North Devon Council Items:

10. **Annual Review of the Committee's Effectiveness.** Report by the Head of Resources (attached) (Pages 51 to 60).
11. **21:21 Phase 2 Report.** Presentation by Head of Corporate and Community Services.

Standing Items:

12. **Audit Recommendation Tracker.** Report by Head of Corporate and Community Services (attached) (Pages 61 to 68). Note: Head of Environmental Health and Housing invited to attend in relation to recommendation 15 HN (CBL) 01.
13. **Work Programme 2017/18.** To consider the work programme (attached) (Pages 69 to 70).

PART 'B' (Confidential Restricted Information).

Nil.

<p><u>Reminder</u> - Members please return your agenda to the Corporate and Community Services Officer at the end of the meeting.</p>
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If you have any enquiries about this agenda, please contact Corporate and Community Services 01271 388253



North Devon Council protocol on recording / filming at Council meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

Notes for guidance:

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

North Devon Council offices at Brynsworthy, the full postal address is:

North Devon Council, PO BOX 379, Barnstaple, Devon. EX32 2GR.

For 'Sat-Nav' directions use EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side. There should be plenty of spaces.

On arrival at the main entrance dial 8253 for Corporate and Community Services.