

Please reply to: Jo Doney  
Service: Corporate Services  
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To: Chairman & Members of the Audit Committee  
(Cllrs Bramble, Bruce-Spencer, Gorman, Jones and Pennington);

Our Ref: CS/JD

cc: Cllr Wright (Executive Member)  
Remainder of the Council;  
Usual press and officer circulation.

8 January 2014

Dear Councillor

A meeting of the **Audit Committee** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes on **Thursday 16 January 2014 at 10.00 a.m.** when your attendance is requested.

Yours sincerely

Jo Doney  
Member Support Officer

**FOR ANY QUERIES ON THIS AGENDA PLEASE CONTACT JO DONEY  
MEMBER SUPPORT OFFICER ON DIRECT LINE 01803 861466**

## A G E N D A

1. **Minutes** – to approve as a correct record and authorise the Chairman to sign the minutes of the Audit Committee held on 19 September 2013 (pages 1 to 10);
2. **Urgent Business** - brought forward at the discretion of the Chairman;
3. **Division of Agenda** - to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;
4. **Declarations of Interest** - Members are invited to declare any personal or prejudicial interests they may have, including the nature and extent of such interests, in any items to be considered at this meeting;

5. **Transformation Programme 2018 (T18)** – to consider a report that summarises the findings of two project assurance reviews on the Council’s Transformation Programme 2018 plans (pages 11 to 36);
6. **Grant Thornton – Annual Audit Letter** – to consider the Annual Audit Letter which summarises the key findings arising from ascribed work carried out by Grant Thornton for the year ended 31 March 2013 (pages 37 to 50);
7. **Grant Thornton – Audit Committee Update** – to consider a report which outlines progress on the delivery of work provided to the Council by Grant Thornton (pages 51 to 62);
8. **Grant Thornton – Certification Report 2012/13** – to consider a report that summarises the overall assessment of the Council’s management arrangements in respect of the certification process and which draws attention to significant matters in relation to individual claims (pages 63 to 72);
9. **Progress Against the Internal Audit Plan – 2013-14** – to consider a report that sets out the principal activities and the findings of the Council’s Internal Audit Team for 2013/14 to 30 November 2013 (pages 73 to 99).

**N.B.** Legal and financial officers will not, as a general rule, be present throughout all meetings, but will be on standby if required. Members are requested to advise Member Support Services in advance of the meeting if they require any information of a legal or financial nature.

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**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

**THIS AGENDA HAS BEEN PRINTED ON ENVIRONMENTALLY FRIENDLY PAPER**

If you or someone you know would like this publication in a different format, such as large print or a language other than English, please call Darryl White on 01803 861247 or by email at: [darryl.white@southhams.gov.uk](mailto:darryl.white@southhams.gov.uk)

**Members of the public may wish to note that the Council’s meeting rooms are accessible by wheelchairs and have a loop induction hearing system**

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