

Please reply to: Darryl White
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/DW

cc: Cllr Tucker (lead Executive Member for Finance and Audit)
Cllr Saltern (Executive Member for Corporate Services);
Remainder of the Council;
Usual press and officer circulation.

28 May 2014

Dear Councillor

A meeting of the **Audit Committee** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes, on **Thursday 5 June 2014 at 2.00 pm** when your attendance is requested.

Yours sincerely

Darryl White
Democratic Services Manager

<p>FOR ANY QUERIES ON THIS AGENDA PLEASE CONTACT DARRYL WHITE DEMOCRATIC SERVICES MANAGER ON DIRECT LINE 01803 861247</p>
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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 3 April 2014 (pages 1 to 8);
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 disclosable pecuniary interests they may have, including the nature and extent of such interests, in any items to be considered at this meeting;

5. **Audit Fee Letter** – to consider a paper which sets out the details of the audit fee for the Council (pages 9 to 12);
6. **Housing Benefit Subsidy Certification Work Plan for South Hams District Council** – to consider a paper which presents the Work Plan (pages 13 to 18);
7. **Audit Committee Update for South Hams District Council** – to consider a report which presents the matters which have come to the attention of Grant Thornton, which they believe requires reporting to the Council (pages 19 to 26);
8. **Internal Audit – Annual Report and Opinion on the Adequacy of Internal Control 2013/14** – to consider a report which summarises and informs the Committee of the principal activities of the Internal Audit section of Finance & Audit during 2013/14 (pages 27 to 50);
9. **Review of the Effectiveness of the System of Internal Audit – 2013/14** – to consider a report which provides Members with assurance that the System of Internal Audit is in place and effective (pages 51 to 59);
10. **Revision of the Contract Procedure Rules** – to consider a report which enables the Committee to consider some suggested revisions to the Council's Contract Procedure Rules (pages 60 to 106);
11. **Code of Corporate Governance – 2013/14 Compliance Review** – to consider a report which informs Members of the results of the 2013/14 compliance review of the 2011 Code of Corporate Governance (pages 107 to 147).

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

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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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