

Please reply to: Darryl White  
Service: Corporate Services  
Direct Telephone: 01803 861247  
E-Mail: darryl.white@southhams.gov.uk

To: Chairman & Members of the Audit Committee  
(Cllrs Bramble, Bruce-Spencer, Gorman, Jones and Pennington);

Our Ref: CS/DW

cc: Cllr Ward (lead Executive Member for Support Services)  
Remainder of the Council;  
Usual press and officer circulation.

4 March 2015

Dear Councillor

A meeting of the **Audit Committee** will be held in the **Cary Room**, Follaton House, Plymouth Road, Totnes, on **Thursday, 12 March 2015 at 10.00 am** when your attendance is requested.

Yours sincerely

Darryl White  
Democratic Services Manager

<p><b>FOR ANY QUERIES ON THIS AGENDA PLEASE CONTACT DARRYL WHITE DEMOCRATIC SERVICES MANAGER ON DIRECT LINE 01803 861247</b></p>
--

## **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 8 January 2015 (pages 1 to 7);
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 Committee Update – Report of Grant Thornton** – to consider a report that provides the Committee with a report from Grant Thornton on progress in delivering their responsibilities to the Council (pages 8 to 23);
6. **The Audit Plan for South Hams District Council** – to consider a report that presents the Audit Plan for the Council from Grant Thornton (pages 24 to 42);

7. **Certification Work for South Hams District Council for Year Ended 31 March 2014** – to consider the certification work for 31 March 2014, as published by Grant Thornton (pages 43 to 45);
  8. **Internal Audit – Revision of and Progress Against the 2014/15 Plan** – to consider a report that seeks to inform Members of the principal activities and findings of the Council's Internal Audit team for 2014/15 to the end of January 2015 (pages 46 to 61);
  9. **Three Year Internal Audit Plan 2015/16 to 2017/18 and Annual Internal Audit Plan – 2015/16** – to consider a report that provides Members with the opportunity to review and comment upon the proposed internal audit plan for the coming three years and the proposed annual internal audit plan for 2015/16 (pages 62 to 76);
  10. **Internal Audit: Charter & Strategy – 2015/16** – to consider a report that allows the Committee to review and comment upon the Internal Audit Charter and Strategy for 2015/16 (pages 77 to 99);
  11. **Annual Review of the Council's Constitution** – to consider a report that presents the Annual Review of the Council Constitution (pages 100 to 103);
  12. **Update on Indicators from the Audit Commission's Value for Money Profile Tool** – to consider a report that updates Members on the latest indicators available from the Commission's Value for Money Profile Tool (pages 104 to 109).
- 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 Services in advance of the meeting if they require any information of a legal or financial nature.

\* \* \* \* \*

**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**

\* \* \* \* \*