

At a Meeting of the **AUDIT COMMITTEE** held in the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **22<sup>nd</sup>** day of **January 2019** at **2.00pm**

**Present:** Cllr M Davies (Chairman)

Cllr K Ball  
Cllr B Lamb  
Cllr B Stephens

**Officers in attendance:**

Section 151 Officer  
Internal Auditor Manager  
Specialist – Democratic Services  
Senior Case Officer –Democratic Services

**Also in attendance:** Cllr C Edmonds (lead Hub Committee Member)

\* **AC 25**      **APOLOGIES FOR ABSENCE**  
Apologies for absence were received from Cllrs W Cann OBE, L J G Hockridge and L Watts.

\* **AC 26**      **CONFIRMATION OF MINUTES**  
The Minutes of the Committee Meeting held on 9 October 2018 were confirmed and signed by the Chairman as a correct record.

\* **AC 27**      **GRANT THORNTON EXTERNAL AUDIT PLAN**  
Steve Johnson introduced the report on the external audit plan. He specifically pointed out identified risk areas being shared services with South Hams and investment property. Independent valuations would be commissioned each year on investment properties with authority owned property being valued every five years. The waste contract would be monitored as part of their value for money audit opinion, as would the leisure contract.

It was then **RESOLVED** that:

The report be noted

\* **AC 28**      **WEST DEVON BC –CERTIFICATE OF CLAIMS AND RETURNS – ANNUAL REPORT 2017/18**  
The S151 Officer stated the Housing Benefit claim had received an unqualified audit opinion and that the Housing Benefits team had won Team of the Year in last year's staff awards. The Audit Committee thanked the Housing Benefits team for their hard work.

It was then **RESOLVED** that:

The report be noted

- \* **AC 29**      **UPDATE OF PROGRESS ON THE 2018/19 INTERNAL AUDIT PLAN**  
The Internal Auditor gave an update on the 2018/19 Internal Audit Plan, explaining that direction of travel was upward. There was likely to be a review of the Single Persons Discount to confirm eligibility. The identified issue with Northgate system should be sorted within 12 the next 12 months. Finally the Waste contract had been awarded and was progressing well.

It was then **RESOLVED** that:

The progress made against the 2018/19 internal audit plan was APPROVED.

- \* **AC 30**      **TREASURY MANAGEMENT MID-YEAR REVIEW**

Cllr Edmonds, Lead Member for Performance & Resources presented the Treasury Management Mid-Year Review. He reported that three investment properties had been bought, and exchange had been made on a fourth. MRP Provision was for 50 years, the life of the building that the Council would own.

It was then **RESOLVED** that:

The content of this report be endorsed.

- \* **AC 31**      **PENSION STRATEGY (TRIENNIAL ACTUARIAL REEVALUATION)**

The Committee considered a report that presented the specialist pension advice that had been received and outlined options for Members to consider.

In light of the Committee wishing to raise issues on Appendix A, it was moved and seconded and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVE** that, in accordance with Section 100 (A) (4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the appendix as the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A to the Act is involved.”

Once all Members were satisfied that they had no further questions or issues to raise on the Appendix, it was then moved and seconded and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the public and press be re-admitted to the Meeting”

It was then **RESOLVED** that:

The Audit Committee noted the contents of Appendix A and instructed officers to engage in early dialogue with the Devon Pensions Fund and the actuaries (Barnett Waddingham), ahead of the next Triennial Revaluation in 2019 to further assess the Council's options.

**AC 32      REVIEW OF THE COUNCIL'S CONSTITUTION: RULES OF PROCEDURE AND MEMBERS' PLANNING CODE OF PRACTICE**

Cllr Edmonds presented the review of the Council's Constitution. A discussion arose over whether meetings should be advertised on the notice board outside the council offices as well as on the website. The final decision on this was deferred to the full Council meeting on 12 February, 2019, however, the Audit Committee recommendation was that officers should continue to ensure that agendas were displayed in the cabinet on the outside of the building. The Planning Code of Good Practice was to be applied to all West Devon Members. Members of the Audit Committee made minor amendments to the presented scheme. There would be a new induction programme in place for newly elected Members in May 2019.

It was then **RESOLVED** that:

The Audit Committee recommended to full Council that:

1. The amendments to Part 4 (Rules of Procedure) of the West Devon Borough Council Constitution (as summarised in paragraph 2.5 of the report and fully outlined at Appendix A) be approved and formally adopted; and
2. The draft Members' Code of Good Practice – planning (as attached at Appendix B) be adopted.

**\* AC 33      AUDIT COMMITTEE WORK PROGRAMME 2018/19**

The S151 Officer took members through the work Programme 2018/19 and its contents were noted without any debate.

(The Meeting terminated at 3.40 pm)

Dated this

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Chairman