

Phil Norrey Chief Executive

To: The Chair and Members of the

**Audit Committee** 

County Hall Topsham Road Exeter Devon EX2 4QD

(See below)

Date: 14 November 2017 Please ask for: Dan Looker, 01392 382232 Your ref: Our ref:

Email: dan.looker@devon.gov.uk

# **AUDIT COMMITTEE**

Wednesday, 22nd November, 2017

A meeting of the Audit Committee is to be held on the above date at 2.15 pm in the Committee Suite -County Hall to consider the following matters.

> **P NORREY** Chief Executive

# AGENDA

# **PART I - OPEN COMMITTEE**

- 1 Apologies for absence
- 2 Minutes (Pages 1 - 4)

Minutes of the meeting held on 14 September 2017.

3 **Items Requiring Urgent Attention** 

> Items which in the opinion of the Chair should be considered at the meeting as a matter of urgency.

Purposeful Systems 4

Verbal update from the Head of Organisational Development.

5 Annual Audit Letter 2016/17 (Pages 5 - 22)

Report of Grant Thornton (CT/17/101), attached.

6 External Audit Update (Pages 23 - 42)

Report of Grant Thornton (CT/17/102), attached.

7 Internal Audit Half Year Report 2017/18 (Pages 43 - 70)

Report of the County Treasurer (CT/17/99), attached.

8 Data Security and Residential / Nursing Commissioning - Audit Progress Report (Pages 71 - 78)

Report of the County Treasurer (CT/17/100), attached.

9 <u>Future Meetings</u>

Please use link below for County Council Calendar of Meetings:

http://democracy.devon.gov.uk/ieListMeetings.aspx?Cld=161&Year=0

# PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED

Members are reminded that Part II Reports contain confidential information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Democratic Services Officer at the conclusion of the meeting for disposal.

#### Membership

Councillors J Mathews (Chair), I Hall (Vice-Chair), J Berry, J Brazil, E Brennan, R Peart and A Saywell

#### **Declaration of Interests**

Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.

#### **Access to Information**

Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Dan Looker, 01392 382232.

Agenda and minutes of the Committee are published on the Council's Website and can also be accessed via the Modern.Gov app, available from the usual stores.

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In addition, anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.

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#### **Emergencies**

In the event of the fire alarm sounding leave the building immediately by the nearest available exit, following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so.

#### **Mobile Phones**

Please switch off all mobile phones before entering the Committee Room or Council Chamber

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Induction loop system available

#### **NOTES FOR VISITORS**

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SatNav - Postcode EX2 4QD

### Walking and Cycling Facilities

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# Access to County Hall and Public Transport Links

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The nearest mainline railway stations are Exeter Central (5 minutes from the High Street) and St David's and St Thomas's both of which have regular bus services to the High Street. Bus Service H (which runs from St David's Station to the High Street) continues and stops in Wonford Road (at the top of Matford Lane shown on the map) a 2/3 minute walk from County Hall, en route to the RD&E Hospital (approximately a 10 minutes walk from County Hall, through Gras Lawn on Barrack Road).

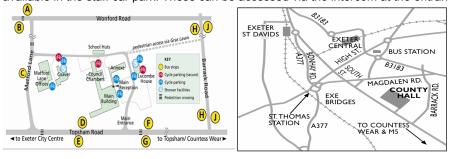
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#### **Car Parking and Security**

There is a pay and display car park, exclusively for the use of visitors, entered via Topsham Road. Current charges are: Up to 30 minutes – free; 1 hour - £1.10; 2 hours - £2.20; 4 hours - £4.40; 8 hours - £7. Please note that County Hall reception staff are not able to provide change for the parking meters.

As indicated above, parking cannot be guaranteed and visitors should allow themselves enough time to find alternative parking if necessary. Public car parking can be found at the Cathedral Quay or Magdalen Road Car Parks (approx. 20 minutes walk). There are two disabled parking bays within the visitor car park. Additional disabled parking bays are available in the staff car park. These can be accessed via the intercom at the entrance barrier to the staff car park.



NB 🔼



Denotes bus stops

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#### First Aid

Contact Main Reception (extension 2504) for a trained first aider.