

DEVON AUDIT PARTNERSHIP COMMITTEE

11 November 2019

Present

Devon County Council

Councillor John Clatworthy

Other Council Representatives

Councillor Bob Evans, Mid Devon District Council (Chair)
Councillor Robert Loxton, Torbay Council
Councillor Lorraine Parker-Delaz-Ajete, Plymouth City Council
Councillor Philip Hackett, Torridge District Council
Councillor Andrew Moore, Mid Devon District Council

Apologies

Councillor Margaret Corvid, Plymouth City Council
Councillor Rick Heyse, Torbay Council
Councillor Claire Hodson, Torridge District Council

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Minutes

RESOLVED that the Minutes of the meeting held on 8 July 2019 be signed as a correct record.

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Items Requiring Urgent Attention

There was no item raised as a matter of urgency.

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Request for North Devon District Council to join the Devon Audit Partnership

The Committee received the Report of the Head of the Devon Audit Partnership (CT/19/99) setting out information about the request for North Devon District Council to join the Partnership.

The Head of Partnership and members discussed and noted, in particular:

- The internal audit plan for North Devon District Council currently shows delivery of around 200 days on internal audit per year.
- Devon Audit Partnership provide work to partners at cost and would not seek a surplus on these charges.

It was **MOVED** by Councillor Evans, **SECONDED** by Councillor Hackett and

RESOLVED

that the Committee approve North Devon District Council becoming a member of DAP from 1 April 2020.

* 57

Six Month Update Report 2019/20

The Committee received the Report of the Head of Devon Audit Partnership (CT/19/100) summarising the Partnership's activity in the first six months of 2019/20.

The Head of Partnership and Members discussed and noted, in particular:

- the focus on risk management.
- the work Devon Audit Partnership had undertaken for Cornwall County Council on the data security of independent care homes.
- the need for the audit function to add value beyond independent assurance and the identification of untreated risks or control weaknesses.
- Devon Audit Partnership's management of long-term absence.
- the lengthier time-frame that audits tended to be undertaken over now, and the slight delay to the percentage of Audit Plan's completed.
- the development of local Performance Indicators in the absence of a national data set.

It was **MOVED** by Councillor Evans, **SECONDED** by Councillor Parker-Delaz-Ajete and

RESOLVED

that the Committee notes the 6-month update report.

* **58** **Budget Monitoring 2019/20 - Month 5**

The Committee received the Report of the County Treasurer (CT/19/101) monitoring the Budget of the Partnership at month 5, indicating a slight surplus at year-end due to anticipated income from internal audit work being higher than the original budget, partly offset by the increase in staff to complete the work.

Members noted:

- the Counter Fraud Team were expected to meet income targets set despite a reduction in income from Plymouth City Council.
- the Head of Devon Audit Partnership advised that a sizeable element of this work related to council tax collection and the single occupancy discount.

It was **MOVED** by Councillor Parker-Delaz-Ajete, **SECONDED** by Councillor Hackett and

RESOLVED

that the Committee note the projected outturn, variances and reason.

* **59** **Updated Risk Register November 2019**

The Committee considered the Report of the County Treasurer (CT/19/102) setting out the updated strategic and operational risks currently facing the Partnership.

Members noted:

- the risk inherent to service delivery due to factors such as employee absence, and the need therefore of maintaining collaborative arrangements in terms of associate staff with internal audit partners such as Audit West.

- the internal audit provision for North Devon District Council potentially allowing opportunity to appoint a new Audit Manager, ensuring the Head of Devon Audit Partnership has sufficient strategic capacity to grow the Partnership.

It was **MOVED** by Councillor Moore, **SECONDED** by Councillor Loxton and

RESOLVED

that the Committee notes the updated Strategic and Operational Risk Register; and the actions in place to reduce risks to an acceptable level.

* **60**

Quality Assurance & Improvement Programme

The Head of Devon Audit Partnership presented the Quality Improvement Action Plan (CT/19/103) setting out the areas for advancement for DAP in the coming 12 months.

Members noted that measures were in place to address the issue of delays to staff appraisals, with all appraisals to be completed by 31 March 2020.

It was **MOVED** by Councillor Hackett, **SECONDED** by Councillor Loxton and

RESOLVED

that Committee notes the current Quality Improvement Action Plan, the challenges for the future and the action being taken by management to react to these challenges.

* **61**

Future Meetings

The next meeting is scheduled for 10 March 2020.

***DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 10.30 am and finished at 11.30 am

