

To the Chair and Members
of the Audit and Governance Committee

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Our ref:
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A meeting of the **AUDIT AND GOVERNANCE COMMITTEE** will be held in the Rennes Room, Civic Centre, Paris Street, Exeter at **5.30 pm** on **WEDNESDAY 27 NOVEMBER 2013** to consider the following business. If you have an enquiry regarding any items on this agenda, please contact Sharon Sissons, Democratic Services Officer (Committees) on **Exeter 265115**.

Entry to the Civic Centre can be gained through the Customer Service Centre, Paris Street.

Pages

AGENDA

Part I: Items suggested for discussion with the press and public present

1 **APOLOGIES**

To receive apologies for absence from Committee Members.

2 **MINUTES**

To sign the minutes of the meeting held on 26 September 2013.

3 **DECLARATIONS OF INTEREST**

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

4 **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 -
EXCLUSION OF PRESS AND PUBLIC**

RESOLVED that, under Section 100A94) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Appendix B of item 11 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act.

Office of Corporate Manager Democratic & Civic Support

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5	<u>ANNUAL AUDIT LETTER 2013 (GRANT THORNTON)</u>	
	The Council's External Auditor, Grant Thornton, will present the Audit Judgement – <i>report circulated</i>	5 - 18
6	<u>INTERNAL AUDIT PROGRESS REPORT</u>	
	To consider the report of the Audit Managers – <i>report circulated</i>	19 - 30
7	<u>REVISION OF THE INTERNAL AUDIT PLAN 2013/14</u>	
	To consider the report of the Audit Managers – <i>report circulated</i>	31 - 32
8	<u>PROTOCOL FOR RECORDING COMMITTEE MEETINGS</u>	
	To consider the report of the Corporate Manager Democratic Services and Civic Support - <i>report circulated</i>	33 - 38
9	<u>REGISTER OF INTEREST FORMS AND CODE OF CONDUCT</u>	
	To consider the report of the Head of Legal Services/Monitoring Officer – <i>report circulated</i>	39 - 74
10	<u>PRESENTATION OF THE CORPORATE GOVERNANCE RISK REGISTER QUARTERLY REVIEW</u>	
	To consider the report of the Corporate Manager Policy, Communications and Community Engagement – <i>report circulated</i>	75 - 76

Part II: Item Suggested For Discussion with the Press and Public Excluded

11	<u>CORPORATE GOVERNANCE RISK REGISTER QUARTERLY REVIEW (APPENDIX B)</u>	
	To consider the report of the Corporate Manager Policy, Communications and Community Engagement – <i>report circulated to Members</i>	77 - 82

<u>DATE OF NEXT MEETING</u>

The next meeting of the Audit and Governance Committee will be held on
Wednesday 12 March 2014 at 5.30 pm

<p><i>Membership -</i> Councillor Simon Bowkett (Chair), Councillors Baldwin (Deputy Chair), Branston, Choules, D J Henson, Laws, Leadbetter, Morris, Payne, Ruffle and Spackman</p>
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