



Tuesday, 17 June 2014

## **AUDIT COMMITTEE**

A meeting of **Audit Committee** will be held on

**Wednesday, 25 June 2014**

commencing at **2.00 pm**

The meeting will be held in the Meadfoot Room, Town Hall, Castle Circus,  
Torquay, TQ1 3DR

### **Members of the Committee**

Councillor Addis

Councillor Parrott

Councillor Bent

Councillor Pountney

Councillor Brooksbank

Councillor Tyerman

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**Working for a healthy, prosperous and happy Bay**

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For information relating to this meeting or to request a copy in another format or language please contact:

**Lisa Antrobus, Town Hall, Castle Circus, Torquay, TQ1 3DR**  
**01803 207064**

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[www.torbay.gov.uk](http://www.torbay.gov.uk)

# **AUDIT COMMITTEE AGENDA**

**1. Election of Chairman/woman**

To elect a Chairman/woman for the 2013/2014 Municipal Year.

**2. Apologies**

To receive any apologies for absence, including notifications of any changes to the membership of the Committee.

**3. Minutes**

To confirm as a correct record the Minutes of the meeting of the Audit Committee held on 19 March 2014.

(Pages 1 - 2)

**4. Appointment of Vice-Chairman/woman**

To appoint a Vice-Chairman/woman for the 2014/2015 Municipal Year.

**5. Declarations of interests**

- (a)** To receive declarations of non pecuniary interests in respect of items on this agenda

**For reference:** Having declared their non pecuniary interest members may remain in the meeting and speak and, vote on the matter in question. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

- (b)** To receive declarations of disclosable pecuniary interests in respect of items on this agenda

**For reference:** Where a Member has a disclosable pecuniary interest he/she must leave the meeting during consideration of the item. However, the Member may remain in the meeting to make representations, answer questions or give evidence if the public have a right to do so, but having done so the Member must then immediately leave the meeting, may not vote and must not improperly seek to influence the outcome of the matter. A completed disclosure of interests form should be returned to the Clerk before the conclusion of the meeting.

**(Please Note:** If Members and Officers wish to seek advice on any potential interests they may have, they should contact Governance Support or Legal Services prior to the meeting.)

**6. Urgent Items**

To consider any other items that the Chairman decides are urgent.

**7. Audit Committee Terms of Reference**

To note the Audit Committee's Terms of Reference as set out in the Council's Constitution.

(Pages 3 - 4)

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| <b>8.</b>  | <b>Audit Committee Update</b><br>To note the update from Grant Thornton.  | (Pages 5 - 21)   |
| <b>9.</b>  | <b>2013/2014 Accounts Audit Plan</b><br>To consider a report on the above.  | (To Follow)      |
| <b>10.</b> | <b>Housing Benefit Subsidy Certification Work Plan for Torbay Council</b><br>To consider a report on the above.   | (Pages 22 - 27)  |
| <b>11.</b> | <b>2014/2015 Audit Fee Letter</b><br>To consider a letter that advises Members of Audit fee's for 2014/15.  | (Pages 28 - 33)  |
| <b>12.</b> | <b>Protecting the Public Purse Fraud Briefing 2013</b><br>To consider a briefing paper prepared by the Audit Commission.  | (Pages 34 - 46)  |
| <b>13.</b> | <b>Update on Food Safety, Health and Welfare, Licensing and Trading Standards</b><br>To receive an update on the progress made by the Food Safety, Health and Welfare, Licensing and Trading Standards teams to address issues raised in the Internal Audit Report 2013/14. | (Verbal Report)  |
| <b>14.</b> | <b>Annual Governance Statement 2013/14</b><br>To consider the Annual Governance Statement for 2013/14, that provides an opportunity for the organisation to review its processes, controls and objectives.  | (Pages 47 - 61)  |
| <b>15.</b> | <b>Treasury Management Outturn</b>  | (Pages 62 - 77)  |
| <b>16.</b> | <b>Internal Audit Annual Report</b><br>To consider a report that reviews the work undertaken by Internal Audit during 2013/2014.  | (Pages 78 - 112) |