

Forde House
Newton Abbot

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6 December 2017

AUDIT SCRUTINY COMMITTEE

Dear Councillor

You are invited to a meeting of the above Committee which will take place on **Thursday, 14th December, 2017** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

Yours sincerely

NEIL AGGETT
Democratic Services Manager

Distribution:

- (1) The Members of the Audit Scrutiny Committee:
 - Councillor Chris Clarence
(Chairman)
 - Councillor Ted Hockin (Vice-Chairman)
 - Councillor Alistair Dewhirst
 - Councillor Timothy Golder
 - Councillor Mike Haines
 - Councillor Ann Jones
 - Councillor Bill Thorne

A link to the agenda on the Council's website is emailed FOR INFORMATION (less reports (if any) containing Exempt Information referred to in Part II of the agenda), to:

- (1) All other Members of the Council
- (2) Representatives of the Press
- (3) Requesting Town and Parish Councils

If Councillors have any questions relating to predetermination or interests in items on this Agenda, please contact the Monitoring Officer in advance of the meeting

Public Access Statement

- There is an opportunity for members of the public to ask questions at this meeting. Please submit your questions to comsec@teignbridge.gov.uk by **12 Noon** on the Friday before the meeting.
- If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk
- Agendas and reports are normally published on the Council's website <http://www.teignbridge.gov.uk/agendas> 5 working days prior to the meeting. If you would like to receive an e-mail which contains a link to the website for all forthcoming meetings, please email comsec@teignbridge.gov.uk
- Reports in Parts I and III of this agenda are for public information. Any reports in Part II are exempt from publication due to the information included, under the provisions of the Local Government Act 1972.

AGENDA

Part I

1. Apologies for Absence
2. Minutes of Previous Meeting (Pages 1 - 4)
3. Agreement of the agenda between Parts I and II
4. Matters of urgency/matters or report especially brought forward with the permission of the Chairman.
5. Declarations of Interest.
6. Grant Thornton Progress Update Report (Pages 5 - 26)
7. Grant Thornton 2016/17 Annual Audit Letter (Pages 27 - 40)
8. Internal Audit Progress Report (Pages 41 - 46)
The report provides information on the work undertaken by the Internal Audit Section and the level of assurance gained for each area audited.
9. Treasury Management Lending List and Mid Year Review (Pages 47 - 52)
10. Corporate & Strategic Risk Management (Pages 53 - 76)
To consider a monitoring report on the Council's risk management arrangements.
11. Financial Instructions Amendments (Pages 77 - 82)
12. Write-Offs

Members require an annual report on number and detail of write-offs approved by the Executive during the year. It is reported that no write-offs have been considered by the Executive in 2017.

13. Financial Instructions and Contract Procedure Rule Waivers (Pages 83 - 84)

The report provides details of any waivers granted since the last meeting.

14. Employee Protection Register

A presentation from the Food Health & Safety Manager on the Employee Protection Register.

15. Forde House Update

The presentation will provide Members with detail of the current building works, revenue generation, tenants and their responsibilities, security and car parking arrangements.

16. Work Programme:

- to identify areas of work for future meetings of the Committee;
- to identify any training needs.

Part II (Private)

Items which may be taken in the absence of the Public and Press on the grounds that Exempt Information may be disclosed.

Nil.