

Borough Council of  
**King's Lynn &  
West Norfolk**



# **Audit and Risk Committee**

## **Agenda**

**Tuesday, 27th October, 2015  
at 5.30 pm**

in the

**Committee Suite  
King's Court  
Chapel Street  
King's Lynn  
PE30 1EX**



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**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**  
**Fax: 01553 691663**

16 October 2015

Dear Member

**Audit and Risk Committee**

You are invited to attend a meeting of the above-mentioned Committee which will be held on **Tuesday, 27th October, 2015 at 5.30 pm** in the **Committee Suite, King's Court, Chapel Street, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Apologies**

To receive any apologies for absence.

**2. Minutes**

To approve the minutes from the Audit and Risk Committees held on 21 July and 7 September 2015 (previously circulated).

**3. Declarations of Interest**

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on any item or simply observing the meeting from the public seating area.

**4. Urgent Business Under Standing Order 7**

To consider any business which, by reason of special circumstances, the Chairman proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act 1972.

**5. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

**6. Chairman's Correspondence (if any)**

**7. Matters Referred to the Committee from other Council Bodies and Responses made to previous Committee Recommendations/Requests**

To receive comments and recommendations from other Council bodies, and any responses subsequent to recommendations, which the Committee has previously made. (N.B. some of the relevant Council bodies may meet after dispatch of the agenda).

At the Cabinet meetings held on 28 July and 9 September 2015 the following responses were made to the recommendations from the Audit and Risk Committee meetings held 21 July and 7 September 2015, on the following items:-

**21 JULY 2015**

**Cabinet Report: Annual Treasury Report 2014/2015**

**RESOLVED:** The Committee supported the recommendation to Cabinet as follows:

Cabinet is asked to approve the actual 2014/2015 prudential and treasury indicators in the report, and to note the report.

**CABINET RESPONSE:** The comments of the Committee were taken into consideration when Cabinet considered the item.

**Cabinet Report: Review and Update of Contract Standing Orders**

**RESOLVED:** The Committee supported the recommendation to Cabinet as follows:

Details of the main changes are provided in the body of the report. It is recommended that Cabinet accept the new version of Contract Standing Orders and that they recommend acceptance by Full Council.

**CABINET RESPONSE:** The comments of the Committee were taken into

consideration when Cabinet considered the item.

## **7 SEPTEMBER 2015**

### **Cabinet Report: Accounts and ISA 2014/2015**

**RESOLVED:** That the Committee support the recommendations to Cabinet and Council as set out below, with the following comment:

The Audit Committee approve management's rationale as to why the corrections had not been made and to be included in the Letter of Representation.

It is recommended that Cabinet:

- 1) Approve the authority for any changes required to the Statement of Accounts is delegated to the Assistant Director (designate Section 151 Officer), in consultation with the Leader of the Council, to authorise amendments and if necessary present an updated Statement to Council.
- 2) Notes the comments of the Auditor in the ISA260.

It is recommended that Council:

- 1) Approve the Statement of Accounts for 2014/2015.
- 2) Notes the comments of the Auditor in the ISA260

**CABINET RESPONSE:** The comments of the Committee were taken into consideration when Cabinet considered the item.

### **Cabinet Report: Annual Governance Statement**

**RESOLVED:** That the Committee support the recommendation to Cabinet as follows:

It is recommended that the Annual Governance Statement for the 2014/2015 year as attached be approved for adoption and that the Leader of the Council and the Chief Executive sign accordingly.

**CABINET RESPONSE:** The comments of the Committee were taken into consideration when Cabinet considered the item.

### **Cabinet Report: Business Continuity Management Policy Statement and Strategy**

**RESOLVED:** That the Committee support the recommendations to Cabinet as follows:

- 1) Cabinet accept the new version of the Business Continuity Policy Statement

and Strategy, attached, and that they recommend full acceptance by full Council.

- 2) Delegated authority be granted to the Chief Executive, in consultation with the Leader, as Portfolio Holder for Business Continuity, to make further minor changes if deemed necessary.

**CABINET RESPONSE:** The comments of the Committee were taken into consideration when Cabinet considered the item.

**8. Briefing/Training Session on the Role of the Audit and Risk Committee**

All Members have been invited to attend for this item.

**9. Internal Audit Plan 2015/16 and Fraud Work - Half Year Progress Report April to October 2015 (Pages 8 - 19)**

Members are invited to note the report for April to October 2015.

**10. Corporate Risk Monitoring Report October 2015 (Pages 20 - 27)**

Members are invited to note the report.

**11. Cabinet Report: Mid Year Treasury Report (Pages 28 - 44)**

The Committee is invited to consider the report and make any appropriate recommendations to Cabinet.

**12. Committee Work Programme 2015/2016 and Forward Decisions List (Pages 45 - 48)**

To consider the Committee's Work Programme for 2015/2016 and note the Forward Decisions List.

**13. Date of Next Meeting**

To note that the next meeting of the Audit and Risk Committee will take place on **Tuesday 24 November 2015** in the Committee Suite, King's Court, Chapel Street, King's Lynn.

To:

**Audit and Risk Committee:** B Anota, J Collop, I Devereux, I Gourlay, G Hipperson (Vice-Chairman), P Hodson, H Humphrey (Chairman), G Middleton, A Morrison, D Tyler and G Wareham

**Portfolio Holder:**

Councillor N Daubney, Leader

**Management Team Representatives:**

R Harding, Chief Executive  
L Gore, Assistant Director

**Appropriate Officers:** The following officers are invited to attend in respect of the Agenda Item shown against their name:

Item 8: K Littlewood, Audit Manager  
Item 9: K Littlewood, Audit Manager  
Item 10: K Littlewood, Audit Manager  
Item 11: T Cowper, Group Accountant

**Executive Directors:**

C Bamfield  
D Gates  
G Hall

**Press**