

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



RESOURCES AND PERFORMANCE – AUDIT AND RISK COMMITTEE

**NB: The Resources and Performance Panel meeting will
immediately follow this meeting (Separate Agenda)**

**Tuesday 25 October 2011
at 6.00pm**

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



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



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

17 October 2011

**PLEASE NOTE THAT THE AUDIT AND RISK COMMITTEE WILL BE FOLLOWED BY
THE RESOURCES AND PERFORMANCE PANEL**

Dear Member

Resources and Performance – Audit and Risk Committee

You are invited to attend a meeting of the above-mentioned Committee which will be held on **Tuesday 25 October 2011**, at **6.00 pm**, in the **Committee Suite, King's Court, Chapel Street, King's Lynn**, to discuss the business shown below.

Yours sincerely

Chief Executive

A G E N D A

1. Appointment of Chairman

To appoint a Chairman for the meeting.

2. Appointment of Vice Chairman

To appoint a Vice-Chairman for the meeting.

3. Apologies for absence

To receive any apologies for absence.

4. Minutes

To approve the minutes of the Resources and Performance – Audit and Risk Committee meeting held on 27 September 2011 (previously circulated pages 316 to 319).

5. Declarations of Interest

Please indicate whether the interest is a personal one only or one which is also prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the Member may speak and vote on the matter. If a prejudicial interest is declared, the Member should withdraw from the room whilst the matter is discussed.

6. Urgent Business Under Standing Order 7

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

7. 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.

8. Chairman's Correspondence (if any)

9. 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 this Committee has previously made. (N.B. some of the relevant Council bodies may meet after dispatch of the agenda).

10. Cabinet's Forward Decision List for 1 November 2011

Business Continuity Policy and Strategy (to follow)

The Committee is invited to consider the new version of the Business Continuity Policy Statement and Strategy and make any appropriate recommendations to Cabinet.

11. Audit and Risk Committee Work Programme (page 1)

Committee Members are invited to consider the attached Audit and Risk Committee's Work Programme.

12. Date of Next Meeting

To note that the next meeting of the Resources and Performance - Audit and Risk Committee will take place on **Tuesday 29 November 2011**.

To: Panel Members – Councillors Mrs K Mellish (Chairman), P Beal (Vice-Chairman), J Collingham, D J Collis, J Collop, S Collop, C Crofts, M Hopkins, H Humphrey, J Loveless, A Morrison, D Tyler, G Wareham, A White and T de Winton

Portfolio Holder:

Councillor N J Daubney, Leader and Portfolio Holder for Resources

Chief Executive

Deputy Chief Executive and Executive Director, Finance and Resources

All other Executive Directors

Audit Manager

Press

Officers: The following Officers are invited to attend in respect of the item listed below:

Agenda Item 10 - Vanessa Dunmall, Performance and Efficiency Manager
Kevin Kent, District Emergency Planning Officer

AUDIT AND RISK COMMITTEE – WORK PROGRAMME 2011/2012

29 November 2011

- Mid Year Treasury Management Strategy 2011/2012 – monitoring
- Capital Programme 2010/2014 (amended)
- Fraud and Investigations Unit – Half Year Report
- Internal Audit Plan 2011/2012 – Quarterly Progress report for July to September 2011
- Corporate Risk Monitoring Report - April to September 2011
- Financial Regulations Update move
- Retention Policy

4 January 2012

- Annual Audit Letter
- Internal Audit Plan 2010/2011 – Quarterly Progress Report for October to December 2011
- Internal Audit Strategic Audit Plan 2012/13

31 January 2012**28 February 2012**

(Try and keep free as R & P Panel have full Budget to deal with)

27 March 2012

- 2010/2011 Statement of Accounts under IFRS – restating
- Business Continuity – annual update
- Annual Grant Certification Report 2010/2011 (external)
- Protocol for liaison between internal and external audit 2012/2013 (external)
- BCKL&WN Audit Plan 2012/2013 (external)