

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



Audit Committee

Agenda

Wednesday, 30th May, 2018
at 5.00 pm

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn
PE30 5DQ**

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



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18 May 2018

Dear Member

Audit Committee

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 30th May, 2018 at 5.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Appointment of Vice Chairman for the Municipal Year 2018/2019

2. Apologies

3. Minutes (Pages 5 - 9)

To approve the minutes from the Audit Committee held on 12 February 2018.

4. 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.

5. 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.

6. 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

7. Chairman's Correspondence (if any)

8. Training/Briefing - Internal and External Audits

The Committee will receive a training session on Internal and External Audits from the Shared Internal Audit Manager.

9. Certification of Claims and Annual Report 2016/2017 (Pages 10 - 18)

Dan Cooke from Ernst and Young will present the report.

10. Exclusion of Press and Public

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 or 3 of Part 1 of Schedule 12A to the Act”.

11. Exempt Report: Risk Based Verification Policy Update (Pages 19 - 35)

RETURN TO OPEN SESSION

12. Corporate Risk Register (Pages 36 - 43)

13. Draft Annual Governance Statement covering the 2017/2018 year (Pages 44 - 73)

14. Internal Audit Annual Report and Opinion 2017/2018 (Pages 74 - 81)

15. **Intenal Audit Full Year Progress Report 2017/2018** (Pages 82 - 89)

16. **Audit Committee Effectiveness Report** (Pages 90 - 110)

17. **Committee Work Programme 2018/2019** (Pages 111 - 114)

To note the Committee's Work Programme for 2018/2019.

18. **Date of Next Meeting**

To note that the date of the next meeting of the Audit Committee will take place on Monday 30 July 2018 at 5 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Audit Committee: Mrs J Collingham, J Collop, P Kunes, C Manning, G Middleton (Chairman), D Pope, T Smith, T Tilbrook and A White

Portfolio Holders:

Items 9 & 10: Councillor A Lawrence, Housing and Community
Items 11, 12, 13, 14: Councillor P Hodson, Performance
Item 15: Councillor B Long, Leader

Management Team Representative:

Lorraine Gore, Executive Director

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

Item 8: Kathy Woodward, Shared Internal Audit Manager
Item 9: Dan Cooke, Ernst and Young
Item 10: Jo Stanton, Revenues and Benefits Manager
Items 11 & 12: Ged Greaves, Senior Policy and Performance Officer
Item 13, 14 & 15: Kathy Woodward, Shared Internal Audit Manager