

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



# **Audit Committee**

## **Agenda**

**Monday, 3rd June, 2019**

Immediately following the training session for the  
Committee at 5.00 pm

in the

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

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

23 May 2019

Dear Member

**Audit Committee**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 3rd June, 2019 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 Muncipal Year 2019/2020**

2. **Apologies**

3. **Minutes** (Pages 5 - 11)

To approve the minutes from the Audit Committee held on 11 March 2019.

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. Revised External Audit Plan - TO FOLLOW**

**9. Corporate Risk Register (Pages 12 - 27)**

**10. Draft Annual Governance Statement covering the 2018/2019 year (Pages 28 - 73)**

**11. Internal Audit Annual Report and Opinion 2018/2019 (Pages 74 - 81)**

**12. Internal Audit Full Year Progress Report 2018/2019 (Pages 82 - 93)**

**13. Audit Committee Effectiveness Report (Pages 94 - 115)**

**14. Appointment of Members to serve on the Cross Party Working Group which was established during 2018/2019 (Pages 116 - 120)**

Also attached are the following documents:

- Cross Party Working Group – Terms of Reference (Audit Committee to agree).
- For Information: Cross Party Working Group – 17 April 2019.

**15. Committee Work Programme 2019/2020 (Pages 121 - 124)**

To note the Committee's Work Programme for 2019/2020.

**16. Date of Next Meeting**

To note that the date of the next meeting of the Audit Committee will take place on 29 July 2019 at 5 pm in the Council Chamber, Town Hall, King's Lynn.

To:

**Audit Committee:** Mrs J Collingham, J Collop, S Dark, Mrs A Dickinson (Chairman), B Jones, A Kemp, C Manning, D Pope and A Ryves

**Portfolio Holders:**

Councillor B Long - Leader

**Management Team Representatives:**

Lorraine Gore – Executive Director/Deputy Chief Executive

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

Item 8: Lorraine Gore – Executive Director/Deputy Chief Executive  
Items 9 & 10: Ged Greaves – Senior Policy and Performance Officer  
Items 11, 12 & 13: Kathy Woodward, Shared Internal Audit Manager