

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

AUDIT COMMITTEE CROSS PARTY WORKING GROUP

**Minutes of the Meeting of the above held on Wednesday, 17th April, 2019
at 11.15 am in the Chief Executive's Office, Second Floor, King's Court,
Chapel Street, King's Lynn**

PRESENT:

Councillors J Collop, G Middleton and T Tilbrook

		<u>ACTION</u>
1	<p><u>APPOINTMENT OF CHAIRMAN</u></p> <p>RESOLVED: That Councillor G Middleton be appointed Chairman.</p>	
2	<p><u>APPOINTMENT OF VICE-CHAIRMAN</u></p> <p>That Councillor J Collop be appointed Vice-Chairman.</p>	
3	<p><u>APOLOGIES</u></p> <p>An apology for absence was received from Councillor J Moriarty.</p>	
4	<p><u>DRAFT TERMS OF REFERENCE</u></p> <p>The Chairman, Councillor Middleton explained that the purpose of the meeting was to discuss the Terms of Reference of the Cross Party Working Group and to look at a timescale to report back to the Audit Committee and to consider the regularity of meetings of the working group.</p> <p>R Harding provided an overview of the process for the external investigation, which had been discussed and agreed by the Leader.</p> <p>The Working Group discussed their remit and how they could structure and assist the LGA in the independent investigation.</p> <p>Members present discussed and suggested how they could undertake the investigation, which would include examining relevant documents, interviewing both officers and Councillors, and speaking to the LEP, etc.</p>	

<p>R Harding advised that legal advice had been sought from Eastlaw, together with Counsel's opinion on the suite of legal documents relating to KLIC</p>	
<p>L Gore provided an overview of the meeting held with Ernst and Young, the Council's External Auditors regarding the arrangements for the publication of the Borough Council's accounts.</p>	
<p>R Harding explained that the proposed role and membership of the Major Projects Member Board Group and outlined with interim work which was being undertaken.</p>	
<p>The working group considered the draft Terms of Reference and suggested the following amendment:</p>	
<ul style="list-style-type: none"> • Add: The cross party working group to consider the role of Council appointed Directors to an outside body. 	RH
<p>The Chairman, Councillor Middleton commented that it was the decision of the Group Leaders to put forward nominations. The working group commented that it was important to nominate Members with the relevant skills.</p>	
<p>AGREED: 1) Draft Terms of Reference be amended as set out above.</p>	RH
<p>2) R Harding to forward details of the LGA contact and membership of the investigation team to the Task Group when available.</p>	RH
<p>3) Cross Party Working Group to report back to the Audit Committee in September 2019.</p>	WG
<p>4) The next meeting of the Working Group be convened in early June 2019. K Woodward and M Head be invited to attend.</p>	WV
<p>5) Background papers from the Internal Audit Team be available for the Working Group to examine.</p>	KW
<p>6) A copy of NWES accounts, credit checks and current structure be obtained and be made available to the Working Group.</p>	LG
<p>7) The Working Group to receive legal advice from Eastlaw on the role and responsibility of Council appointed Directors to an outside body.</p>	RH
<p>8) The proposals for the Major Projects Member Board Group be presented to the Working Group at a future meeting.</p>	RH

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DATE OF NEXT MEETING

To be convened in early June 2019.

The meeting closed at 12.17 pm