

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

RESOURCES AND PERFORMANCE PANEL – AUDIT AND RISK COMMITTEE

**Minutes of a Meeting of the Resources and Performance Panel
held on Tuesday 24 July 2012, at 7.06 pm, in the Committee Suite, King's Court,
Chapel Street, King's Lynn.**

PRESENT:

Councillors P Beal (Chairman), C Manning (Vice-Chairman),
C J Crofts, H Humphrey, J Loveless, D Tyler, A White
and A Wright

Apologies for absence were received from Councillors J Collop, Mrs S Collop,
N Daubney, T de Winton, M Langwade and A Morrison

ARC32: **MINUTES**

The Minutes of the Resources and Performance Panel – Audit and Risk Committee meeting held on 26 June 2012 were confirmed as a correct record and signed by the Chairman.

ARC33: **DECLARATIONS OF INTEREST**

There were none.

ARC34: **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business to report.

ARC35: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were no Members present under Standing Order 34.

ARC36: **CHAIRMAN'S CORRESPONDENCE**

The Chairman had no correspondence to report.

ARC37: **MATTERS REFERRED TO THE PANEL FROM OTHER COUNCIL BODIES
AND RESPONSES MADE TO PREVIOUS PANEL
RECOMMENDATIONS/REQUESTS**

Members noted the responses made by Cabinet at its meeting held on 3 July 2012 to the recommendation made by the Resources and Performance Panel – Audit and Risk Committee at its meeting held on 26 June 2012 in respect of the following item:

- Annual Treasury Report 2011/2012.

ARC38: **INTERNAL AUDIT PLAN 2012/13 – PROGRESS REPORT FOR THE QUARTER APRIL TO JUNE 2012**

The Audit Manager presented the report which showed the Internal Audit activity for the quarter April to June 2012 against the Strategic Audit Plan 2012/2015 and provided an opportunity for Members to seek further information if required.

The Committee was informed that 10 audit reports and 5 follow up audits had been issued during the quarter April to June 2012.

The audit work undertaken in the quarter April to June 2012 was outlined as set out below:

- Reports issued during the quarter.
- Work ongoing.
- Other work carried out in the quarter.

The Audit Manager drew Members' attention to paragraph 2.5 of the report which outlined additional future work and explained that the Water Management Alliance (WMA) had confirmed that the five Internal Drainage Boards that they represented had agreed to appoint the Council's Internal Audit team to provide their internal audit services for 2012/13. This would involve 5 days work, around April/May 2013, which could be accommodated in next year's plan.

The Performance Indicators set out in section 3 of the report were noted.

The Committee was advised that the following audits were planned for the next quarter July to September 2012, as well as completing the ongoing work listed in paragraph 2.3 of the report:

- Data Protection and Freedom of Information.
- Food Safety/Health and Safety.
- Energy Conservation and Management.
- Insurance and Risk Management.
- Business Continuity including ICT Disaster Recovery.
- Housing Standards – especially Houses in Multiple Occupation.
- Treasury and Cashflow Management.

In response to questions from Councillor Humphrey relating to the core audits, the Audit Manager explained that if following a core audit, action was required, this would be addressed during a following up audit and would not be combined with the next annual audit of that area. The Committee was informed that whilst undertaking core audits, no issues had been identified which would be deemed to cause anything of major concern.

Councillor Humphrey referred to the table set out in paragraph 3.1 of the report and suggested that the outstanding audits for 2012/13 be amended to read scheduled audits for 2012/13, to which the Audit Manager agreed.

In response to further questions from Councillor Humphrey relating to paragraph 3.3, the Audit Manager explained how the planned audit time had been calculated to accommodate the work planned for the year.

Councillor C J Crofts asked if the Council was promoting its audit services to other outside bodies as well as the Water Management Alliance. In response, the Audit Manager explained that the Council was not in a position to promote its audit services because the resources required were not available.

The Deputy Chief Executive explained that the Council was able to accommodate the request from the Water Management Alliance as the Council had recently appointed an Accountancy trainee who would be assisting the Audit Team with the additional work.

RESOLVED: The Committee approved the report on the Internal Audit workplan for April to June 2012.

ARC39: **COMMITTEE WORK PROGRAMME**

The Committee considered its Work Programme.

RESOLVED: That the Committee's Work Programme be noted.

ARC40: **DATE OF NEXT MEETING**

Committee Members noted that the next meeting of the Resources and Performance Panel – Audit and Risk Committee was scheduled to take place on 28 August 2012.

The meeting closed at 7.22 pm