

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



Audit Committee

Agenda

Tuesday, 30th May, 2017
at 5.00 pm

in the

Card Room
Town Hall
Saturday Market Place
King's Lynn



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

19th May 2017

Dear Member

Audit Committee

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 30th May, 2017 at 5.00 pm** in the **Card Room - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. **Appointment of Chairman for the Municipal Year 2017/2018**
2. **Appointment of Vice-Chairman for the Municipal Year 2017/2018**

3. **Apologies**

4. **Minutes** (Pages 6 - 11)

To approve the minutes from the Audit Committee held on 13 February 2017.

5. **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.

6. 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.

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. Training - How to undertake an Audit

10. Draft Annual Governance Statement (Pages 12 - 35)

11. Corporate Risk Register Monitoring Report (Pages 36 - 43)

12. Internal Audit Annual Report and Opinion 2016/2017 (Pages 44 - 51)

13. Internal Audit Full Year Progress report 2016/2017 (Pages 52 - 60)

14. Audit Committee Effectiveness Report (Pages 61 - 79)

15. Committee Work Programme 2017/2018 (Pages 80 - 81)

To note the Committee's Work Programme for 2017/2018.

16. Date of Next Meeting

To note that the date of the next meeting of the Audit Committee will take place on Monday 19 June 2017.

To:

Audit Committee: Mrs J Collingham, J Collop, M Hopkins (Vice-Chairman),
P Kunes, C Manning, G Middleton, D Pope (Chairman), T Smith and
Councillor Tim Tilbrook

Portfolio Holders:

Councillor Hodson, Portfolio Holder for Systems and Economic Development
Councillor Long, Leader of the Council

Management Team Representatives:

Debbie Gates, Executive Director Head of Central & Community Services
Lorraine Gore, Assistant Director
Geoff Hall, Executive Director, Development and Environment
Ray Harding, Chief Executive

Appropriate Officers:

Vanessa Dunmall, Performance and Efficiency Manager
Kathy Woodward, Audit Manager