

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



Audit Committee

Agenda

Monday, 4th September, 2017
at 5.00 pm

in the

Card Room
Town Hall
Saturday Market Place
King's Lynn



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
Fax: 01553 6916

23 August 2017

Dear Member

Audit Committee

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 4th September, 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. Apologies

2. Minutes (Pages 4 - 9)

To approve the minutes from the Audit Committee held on 31 July 2017.

3. 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.

4. 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.

5. 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

6. Chairman's Correspondence (if any)

7. Presentation on IT Back-Up Systems

8. Monitoring Officer Report 2016/2017 (Pages 10 - 15)

9. Treasury Outturn Report (Pages 16 - 26)

10. Update - Internal Audit Terms of Reference (Pages 27 - 37)

11. Committee Work Programme 2017/2018 (Pages 38 - 40)

12. Date of Next Meeting

To note that the date of the next meeting of the Audit Committee will take place on 27 November 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 T Tilbrook

Portfolio Holders:

Councillor B Long - Leader

Councillor Mrs K Mellish – Facilities and ICT

Councillor P Hodson - Performance

Management Team Representative:

L Gore – Executive Director

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

Item 7: R Godfrey, ICT Manager

Item 8: E Duncan, Monitoring Officer

Item 9: T Cowper, Group Accountant

Item 10: K Woodward, Audit Manager