

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



Audit and Risk Committee

Agenda

Tuesday, 24th November, 2015
at 5.30 pm

in the

**Committee Suite
King's Court
Chapel Street
King's Lynn
PE30 1EX**



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

16 November 2015

Dear Member

Audit and Risk Committee

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 24th November, 2015 at 5.30 pm** in the **Committee Suite, King's Court, Chapel Street, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies

To receive any apologies for absence.

2. Minutes

To approve the minutes from the Audit and Risk Committee held on 27 October 2015.

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. Matters Referred to the Committee from other Council Bodies and Responses made to previous Committee Recommendations/Requests

To receive comments and recommendations from other Council bodies, and any responses subsequent to recommendations, which the Committee had previously made. (N.B some of the relevant Council bodies may meet after dispatch of the agenda).

At the Cabinet meeting held on 3 November 2015 the following response was made to the recommendations from the Audit and Risk Committee meeting held on 27 October 2015, on the following item:

Cabinet Report: Mid Year Treasury Report

RESOLVED: The Panel support the recommendation to Cabinet as follows:

Cabinet is asked to note the report and the treasury activity.

CABINET RESPONSE: The comments of the Committee were taken into consideration when Cabinet considered the item.

8. Briefing/Training Session - How an Audit is undertaken

The Committee will receive a briefing/training session on how an audit is undertaken.

All Members have been invited to attend for this item.

9. Annual Audit Letter for year ended 31 March 2015 (Pages 6 - 18)

Ernst & Young, the Council's External Auditors will present the Annual Audit Letter for year ended 31 March 2015.

10. Committee Work Programme 2015/2016 and Forward Decisions List (Pages 19 - 22)

To:

Audit and Risk Committee: B Anota, J Collop, P Colvin, I Devereux, I Gourlay, G Hipperson (Vice-Chairman), P Hodson, H Humphrey (Chairman), G Middleton, A Morrison, D Tyler and G Wareham

Portfolio Holders: Councillor N Daubney, Leader

Management Team Representatives:

Ray Harding, Chief Executive
Lorraine Gore, Assistant Director

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

Item 8: Gordon Adam, Auditor

Item 9: Lorraine Gore, Assistant Director and Kate Littlewood, Audit Manager