

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



# **Audit Committee**

## **Agenda**

**Monday, 24th June, 2024**  
at 4.30 pm

in the

**Council Chamber**  
**Town Hall**  
**Saturday Market Place**  
**King's Lynn**

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



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

Friday 14<sup>th</sup> June 2024

Dear Member

**Audit Committee**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 24th June, 2024 at 4.30 pm** in the **Council Chamber, 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 5 - 12)

To approve the minutes from the Audit Committee held on 22<sup>nd</sup> April 2024

3. **Declarations of Interest** (Page 13)

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. Appointment of Vice Chair for the Municipal Year 2024/2025**

**8. Risk Register Update (Pages 14 - 38)**

**9. Annual Internal Audit Progress Report (Pages 39 - 71)**

**10. Annual Internal Audit Follow Up Progress Report (Pages 72 - 92)**

**11. Annual Internal Audit Opinion (Pages 93 - 113)**

**12. Audit Committee Self Assessment Review Report (Pages 114 - 126)**

**13. Annual Fraud & Error Progress Report (Pages 127 - 141)**

**14. Audit Committee Annual Report from the Chair (Pages 142 - 164)**

**15. Committee Work Programme 2024/2025 (Pages 165 - 170)**

To note the Committee's Work Programme for 2024/2025.

**16. Exclusion of Press and Public**

To consider passing the following resolution:

"That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act".

17. **EXEMPT- Housing Benefit Subsidy Claim Annual Certification Report**  
(Pages 171 - 191)

18. **Date of Next Meeting**

To note that the date of the next meeting of the Audit Committee will take place on **23<sup>rd</sup> September 2024** at **4:30pm** in the **Council Chamber, Town Hall, King's Lynn.**

To:

**Audit Committee:** P Beal, S Bearshaw, F Bone, S Dark, T de Winton, P Devulapalli, B Jones, B Long, S Nash and A Ryves (Chair)

**Portfolio Holders:**

Councillor C Morley

**Appropriate Officers:**

Michelle Drewery- Assistant Director Resources and Section 151 Officer

Jamie Hay- Senior Internal Auditor

Teresa Sharman- Head of Internal Audit

Jo Stanton- Revenues and Benefits Manager

Ged Greaves- Senior Corporate Governance & Risk Officer/Climate Change Manager