

# AGENDA

**NOTE: In the case of non-members, this agenda is for information only**

- Committee - **AUDIT COMMITTEE**
- Date & Time - **Friday, 15th June, 2012 at 10.00 am**
- Venue - **Norfolk Room, Conference Suite,  
Elizabeth House, Dereham**

**Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.**

## Members

Mr C.R. Jordan (Chairman)	Mr T. J. Jermy
Mr R.G. Kybird (Vice-Chairman)	Mrs E. M. Jolly
Mr R.P. Childerhouse	Mr T. Ludlow, Independent Member
Lady Fisher	Mr K. Stevens, Independent Member

**PERSONS ATTENDING THE MEETING ARE  
REQUESTED TO TURN OFF MOBILE  
TELEPHONES**

Member Services  
Elizabeth House, Walpole Loke,  
Dereham Norfolk, NR19 1EE

Date: Wednesday, 6 June 2012



**PART A - ITEMS OPEN TO THE  
PUBLIC**

	<u>Page(s) herewith</u>
1. <b><u>MINUTES</u></b> To confirm the minutes of the meeting held on 23 March 2012.	1 - 6
2. <b><u>APOLOGIES</u></b> To receive apologies for absence.	
3. <b><u>URGENT BUSINESS</u></b> To note whether the Chairman proposes to accept any item as urgent business, pursuant to Section 100(B)(4)(b) of the Local Government Act 1972.	
4. <b><u>DECLARATION OF INTEREST</u></b> Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Members' Code of Conduct requires that declarations include the nature of the interest and whether it is a personal or prejudicial interest.	
5. <b><u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u></b> To note the names of any non-members wishing to address the meeting.	
6. <b><u>MONITORING OF THE EXTERNAL AUDIT SITUATION (STANDING ITEM)</u></b>	
7. <b><u>ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT FOR 2011/12</u></b> Report of the Head of Internal Audit.	7 - 14
8. <b><u>ANNUAL REPORT ON INTERNAL AUDIT ACTIVITY 2011/12</u></b> Report of the Head of Internal Audit.	15 - 61
9. <b><u>END OF YEAR REVIEW OF THE CURRENT STATUS OF AGREED AUDIT RECOMMENDATIONS</u></b> Report of the Head of Internal Audit.	62 - 81
10. <b><u>DRAFT ANNUAL GOVERNANCE STATEMENT FOR 2011/12</u></b> Report of the Assistant Director, Finance.	82 - 89

	<u>Page(s)</u> <u>herewith</u>
<b>11. <u>DRAFT STATEMENT OF ACCOUNTS</u></b> Report of the Assistant Director, Finance.	To Follow
<b>12. <u>ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS 2011/12</u></b> Report of the Assistant Director, Finance.	90 - 99
<b>13. <u>WORK PROGRAMME</u></b> A copy of the Committee's work programme is attached. The Committee is asked to consider whether any additions, deletions or amendments to the programme are required.	100 - 101
<b>14. <u>NEXT MEETING</u></b> To note the arrangements for the next meeting to be held on Friday, 29 June 2012 at 10.00am in the Norfolk Room.	
<b>15. <u>EXCLUSION OF PRESS AND PUBLIC</u></b> To consider passing the following resolution:  "That under Section 100(A) (4) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act".	
<b><u>PART B</u></b> <b><u>ITEMS FROM WHICH THE PRESS AND THE PUBLIC ARE EXCLUDED</u></b>	
<b>16. <u>REVIEW OF CAPITA SYMONDS CONTRACT (PLANNING)</u></b> Report of the Assistant Director, Commissioning.	102 - 106