

AGENDA

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

- Committee - **GOVERNANCE & AUDIT COMMITTEE**
- Date & Time - **Tuesday, 12th June, 2018 at 2.00 pm**
- 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 J. Plaskett, Independent Lay Advisor	Mrs L.H. Monument
Mr W.P. Borrett (Chairman)	Mr M. J. Nairn
Mr P. S. Wilkinson (Vice-Chairman)	Mr J. Newton
Mr P.J. Hewett	

PERSONS ATTENDING THE MEETING ARE REQUESTED TO TURN OFF MOBILE TELEPHONES

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

Date: Monday, 4 June 2018

PART A - ITEMS OPEN TO THE PUBLIC

	<u>Page(s) herewith</u>
1. <u>MINUTES</u> To confirm the minutes of the meeting held on 16 February 2018.	5 - 12
2. <u>ACTIONS ARISING FROM THE MINUTES (IF ANY) (STANDING ITEM)</u>	
3. <u>APOLOGIES</u> To receive apologies for absence.	
4. <u>URGENT BUSINESS</u> 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.	
5. <u>DECLARATION OF INTERESTS</u> The duties to register, disclose and not to participate for the entire consideration of the matter, in respect of any matter in which a Member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011. Members are also required to withdraw from the meeting room as stated in the Standing Orders of this Council.	
6. <u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u> To note the names of any non-members wishing to address the meeting.	
7. <u>ANNUAL REPORT ON STANDARDS ARRANGEMENTS</u> Report of the Executive Director Strategy & Governance/Monitoring Officer — Maxine O'Mahony.	13 - 16
8. <u>EMPTY COMMERCIAL UNITS - PERFORMANCE</u> Verbal update and short presentation by Ralph Burton, Strategic Property Manager.	
9. <u>RISK MANAGEMENT POLICY</u> Report of Maxine O'Mahony, Executive Director - Strategy & Governance.	17 - 39
10. <u>QUARTER 4 2017-18 RISK REPORT</u> Report of Maxine O'Mahony, Executive Director - Strategy & Governance.	40 - 53
11. <u>2017-18 DRAFT UN-AUDITED STATEMENT OF ACCOUNTS</u> Report of Christine Marshall - Executive Director Commercialisation.	54 - 169

	<u>Page(s)</u> <u>herewith</u>
12. <u>PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY</u> Report of the Head of Internal Audit.	170 - 217
13. <u>ANNUAL REPORT AND OPINION 2017/18</u> Report of the Head of Internal Audit.	218 - 234
14. <u>FOLLOW UP REPORT ON INTERNAL AUDIT RECOMMENDATIONS</u> Report of the Head of Internal Audit.	235 - 245
15. <u>TRAINING (STANDING ITEM)</u> To note if there are any training issues/ requests.	
16. <u>WORK PROGRAMME</u> 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.	246
17. <u>NEXT MEETING</u> To note the arrangements for the next meeting to be held on Friday, 13 July 2018 at 10.00am in the Norfolk Room.	