

AGENDA

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

- Committee - **AUDIT COMMITTEE**
- Date & Time - **Friday, 11th June, 2010 at 10.00 am**
- Venue - **Norfolk Room, Conference Suite,
Elizabeth House, Dereham**

PLEASE NOTE: A PRIVATE MEETING BETWEEN THE AUDIT COMMITTEE AND THE INTERNAL AND EXTERNAL AUDITORS WILL BE HELD AT 9.15AM

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 G.P. Balaam
Mr R.P. Childerhouse
Mr P.J. Hewett
Mr C.R. Jordan (Chairman)

Mr R.G. Kybird (Vice-Chairman)
Mr D.S. Myers
Mr. L. Peacock

PERSONS ATTENDING THE MEETING ARE REQUESTED TO TURN OFF MOBILE TELEPHONES

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

Date: Wednesday, 2 June 2010

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 12 March 2010.	1 - 9
2. <u>APOLOGIES</u> To receive apologies for absence.	
3. <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.	
4. <u>DECLARATION OF INTEREST</u> 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. <u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u> To note the names of any non-members wishing to address the meeting.	
6. <u>DRAFT STATEMENT OF ACCOUNTS</u> Report of the Head of Finance.	To Follow
7. <u>ANNUAL GOVERNANCE STATEMENT FOR 2009/10</u> Report of the Head of Finance.	10 - 12
a) <u>Appendix A - Self-assurance checklist and improvement plan</u>	13 - 28
b) <u>Appendix B - Annual Governance Statement</u>	To Follow
8. <u>ANNUAL REPORT ON INTERNAL AUDIT ACTIVITY 2009-10</u> Report of the Head of Internal Audit.	29 - 77
9. <u>END OF YEAR REVIEW OF THE CURRENT STATUS OF AGREED AUDIT RECOMMENDATIONS</u> Report of the Head of Internal Audit.	78 - 89
10. <u>AUDIT OPINION PLAN 2009/10</u> Report of the Senior Audit Manager.	90 - 105

	<u>Page(s)</u> <u>herewith</u>
11. <u>ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT FOR 2009/10</u> Report of the Head of Internal Audit.	106 - 112
12. <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.	113 - 114
13. <u>NEXT MEETING</u> To note the arrangements for the next meeting to be held on Friday, 25 th June 2010 at 10.00am in the Norfolk Room.	