

# AGENDA

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

- Committee - **AUDIT COMMITTEE**
- Date & Time - **Friday, 13th December, 2013 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 J.W. Nunn	Mr R.P. Childerhouse
Mr C.R. Jordan (Chairman)	Mr M J Nairn
Mr R.G. Kybird (Vice-Chairman)	Mr T. Ludlow, Independent Member
Mrs B Canham	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, 4 December 2013



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

	<u>Page(s) herewith</u>
<p>1. <b><u>MINUTES</u></b> To confirm the minutes of the meeting held on 20 September 2013.</p>	1 - 5
<p>2. <b><u>APOLOGIES</u></b> To receive apologies for absence.</p>	
<p>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.</p>	
<p>4. <b><u>DECLARATION OF INTERESTS</u></b> Members are reminded that under the Code of Conduct they are not to participate and must leave the room, for the whole of an agenda item to which they have a Disclosable Pecuniary Interest.  In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, that support the Nolan principles detailed within the Code of Conduct.</p>	
<p>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.</p>	
<p>6. <b><u>2013/14 ANNUAL AUDIT FEE LETTER</u></b> Report by External Audit, Ernst &amp; Young.</p>	6 - 15
<p>7. <b><u>LOCAL GOVERNMENT SECTOR UPDATE</u></b> Report by External Audit, Ernst &amp; Young.</p>	16 - 24
<p>8. <b><u>STATUS REPORT - OUTSTANDING INTERNAL AUDIT RECOMMENDATIONS</u></b> Report by the Head of Internal Audit.  This report will be discussed at the <b>additional</b> meeting that has been arranged on <b>Friday, 20 December 2013</b> at <b>10.00am</b> in the <b>Anglia Room</b>.  The Officers concerned are requested to attend.</p>	

	<u>Page(s) herewith</u>
<b>9. <u>MID-YEAR INTERNAL AUDIT ACTIVITY REPORT</u></b> Report by the Head of Internal Audit.	25 - 51
<b>10. <u>DRAFT ESTIMATES 2013/14 AND MEDIUM TERM PLAN</u></b> Report by the Assistant Director of Finance. A presentation will also be provided.	52 - 95
<b>11. <u>TREASURY MANAGEMENT MID-YEAR REPORT</u></b> Report by the Assistant Director of Finance.	96 - 106
<b>12. <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.	107
<b>13. <u>NEXT MEETING</u></b> To note the arrangements for the <b>additional</b> meeting being held on <b>Friday, 20 December 2013</b> at <b>10.00am</b> in the <b>Anglia Room</b> .  Members are asked to note that the next scheduled meeting will be held on 14 February 2014 at 10.00am in the Norfolk Room.  Induction training has been arranged for new Members on Tuesday, 4 February 2014 at 10.00am in the Norfolk Room.	
<b>14. <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 likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act".  <b><u>PART B – ITEMS FROM WHICH THE PRESS AND THE PUBLIC ARE EXCLUDED</u></b>	
<b>15. <u>BRECKLAND TRAINING SERVICES ANNUAL REVIEW 2012-13</u></b>  Report of the Assistant Director of Commissioning.  A short presentation will also be provided.	108 - 124