

AGENDA

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

- Committee - **AUDIT COMMITTEE**
- Date & Time - **Friday, 11th December, 2015 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 W.P. Borrett (Chairman)	Mr T. Ludlow, Independent Member
Mr J.W. Nunn (Vice-Chairman)	Mr K. Stevens, Independent Member
Councillor E. Gould	Mr M Taylor
Mr M J Nairn	

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

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

Date: Wednesday, 2 December 2015

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 25 September 2015.	1 - 4
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 INTERESTS</u> 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.	
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>TRAINING (STANDING ITEM)</u> To note if there are any training issues/ requests.	
7. <u>QUARTERLY UPDATE - RISK MANAGEMENT</u> Report of the Corporate Improvement and Performance Manager.	To Follow
8. <u>TREASURY MID YEAR REPORT 2015-16</u>	5 - 15
9. <u>PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY</u> Internal Audit Consortium Manager.	16 - 53
10. <u>FOLLOW UP REPORT ON INTERNAL AUDIT RECOMMENDATIONS</u> Internal Audit Consortium Manager.	54 - 60
11. <u>BRECKLAND TRAINING SERVICES (BTS)</u> Report of Executive Director Commercialisation.	61 - 64

	<u>Page(s)</u> <u>herewith</u>
12. <u>INTELLECTUAL PROPERTY RIGHTS</u> Report of Corporate Improvement & Performance Manager, and Internal Audit Consortium Manager.	65 - 69
13. <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.	70
14. <u>NEXT MEETING</u> To note the arrangements for the next meeting to be held on 19 February 2016 at 10:00am in the Norfolk Room.	
MEMBER TRAINING	
Members are invited to stay for training on Treasury Management and Audit Terms of Reference. A light lunch will be provided.	