

# AGENDA

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

- Committee - **GOVERNANCE & AUDIT COMMITTEE**
- Date & Time - **Friday, 9th December, 2016 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)	Mrs L.H. Monument
Mr P S Wilkinson (Vice-Chairman)	Mr M J Nairn
Mr P.J. Hewett	Mr M Taylor

**PERSONS ATTENDING THE MEETING ARE REQUESTED TO TURN OFF THEIR MOBILE PHONES**

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

Date: Thursday, 1 December 2016



**A private meeting between the Governance & Audit Committee and the internal and external audit managers will take place prior to the meeting at 9.30am**

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

	<u>Page(s) herewith</u>
<b>1. <u>MINUTES</u></b> To confirm the minutes of the meeting held on 2 September 2016.	5 - 9
<b>2. <u>ACTIONS ARISING FROM THE MINUTES (IF ANY) (STANDING ITEM)</u></b>	
<b>3. <u>APOLOGIES</u></b> To receive apologies for absence.	
<b>4. <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.	
<b>5. <u>DECLARATION OF INTERESTS</u></b> 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.	
<b>6. <u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u></b> To note the names of any non-members wishing to address the meeting.	
<b>7. <u>TRAINING (STANDING ITEM)</u></b> To note if there are any training issues/ requests.	
<b>8. <u>LOCAL GOVERNMENT SECTOR UPDATE</u></b> To receive an update – External Auditor.	
<b>9. <u>ANNUAL AUDIT LETTER</u></b> External Audit.	10 - 32
<b>10. <u>TREASURY MANAGEMENT MID YEAR REPORT</u></b> Report by the Executive Director, Commercialisation (S151 Officer).	33 - 42
<b>11. <u>TREASURY MANAGEMENT POLICY &amp; STRATEGY</u></b> Report by the Executive Director Commercialisation (S151 Officer).	43 - 83

	<u>Page(s)</u> <u>herewith</u>
<b>12. <u>TERMS OF REFERENCE REVIEW</u></b> Report by the Executive Director, Commercialisation (S151 Officer).	84 - 91
<b>13. <u>PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY</u></b> Verbal update by Emma Hodds, the Internal Audit Consortium Manager.	
<b>14. <u>FOLLOW UP REPORT ON INTERNAL AUDIT RECOMMENDATIONS</u></b> Verbal update by Emma Hodds, the Internal Audit Consortium Manager.	
<b>15. <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.	92 - 93
<b>16. <u>NEXT MEETING</u></b> To note the arrangements for the next meeting on Friday, 24 February 2016 at 10.00am in the Norfolk Room.	
<b>17. <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 as it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act".	
<b>18. <u>STRATEGIC RISK REGISTERS/QUARTERLY UPDATE - RISK MANAGEMENT</u></b> Report of the Executive Director, Strategy & Governance.	94 - 103