

AGENDA

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

- Committee - **GOVERNANCE & AUDIT COMMITTEE**
- Date & Time - **Friday, 14th December, 2018 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 J. Newton

PERSONS ATTENDING THE MEETING ARE REQUESTED TO TURN OFF MOBILE TELEPHONES

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

Date: Thursday 6 December 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 28 September 2018.	5 - 10
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>TRAINING (STANDING ITEM)</u> To note if there are any training issues/ requests.	
8. <u>QUARTER 2 2018-19 RISK REPORT</u> Report of Executive Director for Strategy & Governance.	11 - 24
9. <u>TREASURY MANAGEMENT MID YEAR REPORT 2018-19</u> Report of Councillor Phillip Cowen, Executive Member Finance.	25 - 33
10. <u>FOLLOW UP REPORT ON INTERNAL AUDIT RECOMMENDATIONS</u> Report of the Head of Internal Audit - presented by Faye Haywood, Internal Audit Manager for Breckland DC.	34 - 43
11. <u>PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY</u> Report of the Head of Internal Audit - presented by Faye Haywood, Internal Audit Manager for Breckland DC.	44 - 65
12. <u>WORK PROGRAMME</u> A copy of the Committee's work programme is attached. The Committee is	66

asked to consider whether any additions, deletions or amendments to the programme are required.

13. NEXT MEETING

To note the arrangements for the next meeting on Friday, 15 February 2019 at 10.00am in the Norfolk Room.

As previously requested by the Committee, a Norfolk Pension Fund Representative will be in attendance after the meeting. Members are asked to send any questions they may have to Alison Chubbock who will then pass them onto the representative.

14. EXCLUSION OF PRESS AND PUBLIC

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 and 4 of Schedule 12A to the Act”.

PART B – ITEM FROM WHICH THE PRESS AND THE PUBLIC ARE EXCLUDED

15. QUARTER 2 2018-19 RISK REPORT - APPENDIX