

## **Financial Scrutiny and Audit Committee**

### **AGENDA**

**12 February 2013**

**2.00pm**

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|---|-------|
| 1. <b>To receive apologies for absence</b>  |       |
| 2. <b>To note whether any items have been proposed as matters of urgent business</b>  |       |
| 3. <b>To receive declarations of interest</b>   |       |
| 4. <b>To receive and confirm the minutes of the Financial Scrutiny and Audit Committee meeting held on 4 December 2012 (herewith)</b> | 1 – 8 |
| 5. <b>Public Question Time</b><br>To note whether any questions have been raised by members of the public                             |       |

#### **FINANCIAL PLANNING**

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| 6. <b>Financial Planning and Budgeting: Earmarked Reserves Strategy and Asset Management</b><br>Report by Head of Finance and Director of Change Management and Resources (herewith) | 9 – 29 |
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#### **FINANCIAL SCRUTINY**

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|---|---------|
| 7. <b>Review of Contractual Procedures</b><br>Report by Director of Change Management and Resources and Director of Operations (herewith) | 30 – 32 |
| 8. <b>Consolidated Income and Expenditure: 1 April to 31 December 2012</b><br>Report by Head of Finance (herewith)                        | 33 – 42 |

## AUDIT

- |     |   |         |
|-----|---|---------|
| 9.  | <b>Outcomes of Audit Committee Self Assessment Exercise 2012/13</b><br>Report by Head of Internal Audit (herewith)  | 43 – 55 |
| 10. | <b>Implementation of Internal Audit Recommendations: Summary of Progress</b><br>Report by Director of Change Management and Resources (herewith)  | 56 – 59 |
| 11. | <b>Internal Audit's Terms of Reference, Code of Ethics, Audit Strategy, Strategy and Annual Audit Plans and a Summary of Internal Audit Coverage for 2013/14</b><br>Report by Head of Internal Audit (herewith) | 60 – 88 |

## OTHER MATTERS

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|-----|---|---------|
| 12. | <b>To consider any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4) (b) of the Local Government Act 1972</b>   |         |
| 13. | <b>To answer any formal questions of which due notice has been given</b>  |         |
| 14. | <b>To note the date of the next meeting – Tuesday 9 July 2013 at 2.00pm at Yare House, 62 – 64 Thorpe Road, Norwich</b>   |         |
| 15. | <b>Exclusion of the Public</b><br>The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information |         |
| 16. | <b>Dragonfly House Costs</b><br>Report by Head of Governance and Executive Assistant (herewith)   | 89 – 92 |
| 17. | <b>Voluntary Redundancies: Augmented Pension Contributions</b><br>Report by Head of Human Resources (herewith)  | 93 – 97 |

Contact officers are shown at the end of each report. Members are welcome to raise questions and make observations in advance of the meeting with the appropriate officer