

Committee Name	Conservative seats		Liberal Democrat seats	
<b>Cabinet (6)</b>	Mr S Clancy	Economic Development		
	Mr J Fisher	Environmental Excellence		
	Mr R Foulger	Communities & Housing		
	Mrs Mancini-Boyle	Finance		
	Mr A Proctor	Policy		
	Mr S Vincent	Planning		
<b>Appeals Panel (10)*</b> 3 Members sit at any one time	Mr A Adams		Mr D Harrison	
	Mrs C Bannock			
	Mrs J Copplestone			
	Mr J Emsell			
	Mrs L Hemsall			
	Miss S Lawn			
	Mr V Ray-Mortlock			
	Mr M Snowling			
	Mr F Whymark			
<b>Appointments &amp; Pay Panel (6) + subs pool</b>	Mr S Clancy	Mrs S Gurney	Mr D Harrison	Mr S Riley
	Mrs T Mancini-Boyle	Mr C Harrison		
	Mr G Peck	Mrs J Leggett		
	Mr A Proctor	Mr I Mackie		
	Mr S Vincent	Mr J Ward		
<b>Audit Committee (5) + subs pool *</b>	Mr P Carrick	Mr G Everett	Mrs B Rix	Mr D Harrison
	Mr N Shaw	Mr R Knowles		
	Mr V Tapp	Mr I Mackie		
	Mrs K Vincent	vacancy		
<b>Awards Panel (10) + subs</b>	Mrs C Bannock		Mrs B Rix	Mr D Harrison
	Mr S Dunn			
	Mr G Everett			
	Mr R Grady			
	Mrs S Gurney			
	Miss S Lawn			
	Mr M Snowling			
	Mr V Tapp			
	Mrs K Vincent			

## Committee Allocations 2018/19

Committee Name	Conservative seats		Liberal Democrat seats	
<b>Licensing &amp; Regulatory Committee (12) *</b> for hearings 3 Members sit at any one time	Mrs J Copplestone		Mrs B Rix	
	Mr S Dunn			
	Mr R Grady			
	Mrs S Gurney			
	Mrs L Hemsall			
	Mr R Knowles			
	Mr K Leggett			
	Mr I Moncur			
	Mr V Ray-Mortlock			
	Mr V Tapp			
	Mr D Willmott			
<b>Overview &amp; Scrutiny Committee (15) + subs pool</b>	Mr A Adams	substitutes - any Member not appointed to the committee or Cabinet	Mr D Harrison	any Lib Dem
	Mrs C Bannock			
	Mr D Buck			
	Mrs J Copplestone			
	Mr J Emsell			
	Mr R Grady			
	Mrs L Hemsall			
	Mr G Nurden			
	Mr V Ray-Mortlock			
	Mr V Tapp			
	Mrs K Vincent			
	Mr D Ward			
	vacancy			
	vacancy			
<b>Planning Committee (11) + subs pool *</b>	Mr A Adams	Mrs C Bannock	Mrs B Rix	Mr D Harrison
	Mr P Carrick	Mr R Foulger		Mr S Riley
	Mr G Everett	Mr R Grady		
	Mrs L Hemsall	Mrs T Mancini-Boyle		
	Mr R Knowles	Mr G Nurden		
	Miss S Lawn	Mr M Snowling		
	Mr K Leggett	Mrs K Vincent		
	Mr A Mallett	Mr S Vincent		
	Mr I Moncur	Mr D Ward		
	Mr J Ward	Mr D Willmott		

Committee Allocations 2018/19

Committee Name	Conservative seats		Liberal Democrat seats	
<b>Service Improvement &amp; Efficiency Committee (9)</b>	Mrs J Copplestone		Mr S Riley	
	Mr C Harrison			
	Mrs L Hempsall			
	Mrs J Leggett			
	Mr G Nurden			
	Mr G Peck			
	Mr F Whymark			
	Mr D Ward			
<b>Standards Committee (5)</b>	Mr R Grady		Mr D Roper	
	Mr R Knowles			
	Mr K Leggett			
	Mr F O'Neill			

\*mandatory training required

## Committee Allocations 2018/19

Panel Name	Conservative Seats	Liberal Democrat Seats
<b>Economic Success Panel (9)</b>	Mr P Carrick	Mr S Riley
	Mr S Clancy	
	Mrs J Copplestone	
	Mr J Emsell	
	Mrs L Hemsall	
	Mr G Nurden	
	Mr G Peck	
	Mrs K Vincent	
<b>Environmental Excellence Panel (9)</b>	Mrs J Copplestone	Mrs B Rix
	Mr J Fisher	
	Mr R Grady	
	Mrs J Leggett	
	Mr I Mackie	
	Mr G Nurden	
	Mr V Tapp	
	Mr J Ward	
<b>Member Development Panel (9)</b>	Mrs C Bannock	Mrs B Rix
	Mr S Dunn	
	Mr J Emsell	
	Mr G Everett	
	Mrs S Gurney	
	Mrs J Leggett	
	Mr V Ray-Mortlock	
	Mr D Ward	
<b>Place Shaping Panel (9)</b>	Mr G Everett	Mr S Riley
	Mr R Foulger	
	Mrs L Hemsall	
	Mrs J Leggett	
	Mr I Moncur	
	Mr G Nurden	
	Mr F O'Neill	
	Mr S Vincent	
<b>Wellbeing Panel (9)</b>	Mr D Buck	Mr D Roper
	Miss J Keeler	
	Miss S Lawn	
	Mrs J Leggett	
	Mr A Proctor	
	Mr N Shaw	
	Mr D Ward	
	Mr F Whymark	

## **COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS 2018-19**

### **NOMINATIONS**

- (1) AYLSHAM CITTASLOW COMMITTEE**  
(must have resided in Aylsham, or within 3 miles of it, for the last 12 months or occupied as owner or tenant any land or premises therein or had their principal or only place of work there)

**Nominated Representative:** (1) TBA
- (2) BROADS AUTHORITY**

**Nominated Representative:** (1) Mrs L Hempsall
- (3) COMMUNITY RAIL NORFOLK**  
(appointee has option to join both the Bittern Line Partnership and Wherry Lines Partnership Working Groups)

**Nominated Representative:** (1) Mr R Foulger
- (4) COMMUNITY SAFETY PARTNERSHIP SCRUTINY PANEL**

**Nominated Representative:** (1) Mr N Shaw  
**Nominated Substitute** (1) Mr R Grady
- (5) GREATER NORWICH DEVELOPMENT PARTNERSHIP BOARD**  
(subs are Portfolio Holder for Communities & Housing and Vice-Chairman of Planning Committee)

**Nominated Representatives:** (1) Mr Moncur  
(2) Mr Proctor  
(3) Mr Vincent

**Nominated Substitutes:** (1) Mr Foulger  
(2) to be left vacant
- (6) GREATER NORWICH GROWTH BOARD**  
(automatic appointment of Leader)

**Nominated Representative:** (1) Mr A Proctor  
**Nominated Substitute** (1) Mr S Vincent
- (7) HMP BURE LIAISON COMMITTEE**  
(two must be Members of Wards adjoining the prison (ie Buxton & Coltishall); the third to be Council's own choice\*)

**Nominated Representatives:** (1) Mrs J Copplestone  
(2) Mrs B Rix  
(3) vacancy\*

## **8 INTERNAL DRAINAGE BOARDS**

### **(8A) BROADS (2006)**

**Nominated Representatives:** (1) Mrs J Copplestone  
(2) Mr G Nurden  
(3) Mr F O'Neill  
(4) Mr V Tapp  
(5) Mr D Ward

### **(8B) NORFOLK RIVERS**

**Nominated Representatives:** (1) Mrs C Bannock  
(2) Mr P Carrick  
(3) Mr G Everett

### **(8C) WAVENEY, LOWER YARE & LOTHINGLAND**

**Nominated Representative:** (1) Mr G Nurden

### **(9) NORFOLK ARTS FORUM EXECUTIVE COMMITTEE**

**Nominated Representative:** (1) Mr D Buck  
**Nominated Substitute:** (1) Mr J Ward

### **(10) NORFOLK HEALTH OVERVIEW & SCRUTINY COMMITTEE** (must be Members of the District Council's O & S Committee)

**Nominated Representative:** (1) Mrs L Hempsall  
**Nominated Substitute:** (1) Mr J Emsell

### **(11) NORFOLK POLICE & CRIME PANEL**

**Nominated Representative:** (1) Mr F Whymark  
**Nominated Substitute:** (1) Mr R Foulger

### **(12) NORFOLK STRATEGIC PLANNING GROUP** (Portfolio Holder for Planning and sub to be Portfolio Holder for Communities & Housing)

**Nominated Representative:** (1) Mr S Vincent  
**Nominated Substitute:** (1) Mr R Foulger

### **(13) NORFOLK WASTE PARTNERSHIP** (must be Leader or Cabinet Member responsible for waste matters)

**Nominated Representative:** (1) Mr J Fisher

### **(14) NORTH NORFOLK CLINICAL COMMISSIONING GROUP**

**Nominated Representative:** (1) Mr Foulger

**(15) NORWICH AIRPORT LIMITED CONSULTATIVE COMMITTEE**

**Nominated Representative:** (1) Mr N Shaw

**Nominated Substitute:** (1) Mr D Ward

**(16) RACKHEATH MASTER PLANNING BOARD**

**Nominated Representative:** (1) Mr S Vincent

**Nominated Substitute:** (1) Mr R Foulger

**(17) SCOTTOW ENTERPRISE PARK PARTNERSHIP BOARD**

**Nominated Representatives:** (1) Mr A Proctor

(2) Mr S Clancy

**(18) YOUTH ADVISORY BOARD**

**(automatic appointment of Member Champion for Young People)**

**Nominated Representative:** (1) Mrs J Leggett

## OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018-19

Subject to change across the year accounting for any resource implications and/or matters arising from Councillors. Please consult agendas on our [website](#) before attending.

### Topics brought to Committee for Information:

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
	Performance Report	Committee Officer	Committee to allocate areas for investigation to the Performance Management Sub Committee (PMSC) <b>when the report is received under Cabinet papers.</b>	Six Months
22 May 2018 17 July 2018 11 September 2018 6 November 2018 29 January 2019 26 March 2019	Committee Representation Updates	Committee Representatives	Opportunity for Committee Representatives from Norfolk Health Overview and Scrutiny Committee, Broadland Corporate Equalities Group, Norfolk Police and Crime Panel and Norfolk Health and Wellbeing Board to report back any key information to Committee or for Committee Members to raise any questions for representatives to take forward.	Bi-Monthly
22 May 2018 29 January 2019	Public Health Update	Health Housing and Partnership Officer	To receive an update on progress being made against the delivery of Public Health responsibilities at a District level, including Council priorities.	Six Months
17 July 2018	Transport provision and sustainability	Highways England Representative Public Highways Representative Cllr Clancy	To hold a discussion with the public body to understand specific elements of future infrastructure planning in the district, plans for the NDR, Northern and Western Link roads.	Once
17 July 2018	A47 Dualling Campaign	A47 Alliance representative Norfolk Public Highways	To understand the remit of the campaign and the role BDC can contribute towards the lobbying of Government	Once
17 July 2018 29 January 2019	Economy Update	Head of Economic Development/ Portfolio Holder for Economic Development	An update on progress being made against Tourism, Funding Deprivation, Unemployment Figures, what BDC is doing to generate sustainable employment opportunities, and progress of the LEP.	Six Months
17 July 2018 29 January 2019	Recommendation Update	Committee Officer	To review the Committee's recommendations from Scrutiny Reviews; establish how recommendations have progressed and been implemented; review any recommendation as necessary	Six Months



Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
17 July 2018 29 January 2019	Resilience Update	Emergency Planning Manager	In place of the Broadland Resilience Forum, Members to receive an update on work being delivered and future plans	Six Months
11 September	Health Services in Broadland and Social Care Crisis	Clinical Commissioning Group representatives	Committee to discuss various elements of the services they commission to better understand their role and services delivered across the District	Once
11 September 2018 26 March 2019	Community Safety Update	Community Safety Manager	To receive an update from the Community Safety Coordinator on progress being made by the Norfolk County Community Safety Partnership with particular reference to any progress directly impacting the Broadland district.	Six Months
06 October 2018	Defences and Climate Change	Environment Agency representative	To understand how to protect Broadland for the future, specifically flood alleviation, planning on flood plains and establishing better planning for development.	Once
06 October 2018	Tourism and Business Development	New Anglia LEP representatives Head of Economic Development	Committee to gain insight as to how the New Anglia Strategy complements BDC policy; obtaining views of progress of New Anglia across Broadland; Understanding what has been delivered across the district and funding options beyond EU funding.	Once
16 October 2018 (after Committee meeting)	Joint Budget Meeting Preparation	Committee Officer	A facilitated discussion for the Committee to identify their questions for Cabinet ahead of the Joint Meeting. The Head of Finance and Revenues is invited to contribute towards the discussion to help the Committee set their questions	Annual
13 November <b>or</b> 11 December 2018	Joint Budget Meeting	Head of Finance and Revenues All PH's	To address Portfolio Holders with the agreed questions drafted at a workshop to be arranged separately from the agenda in October.	Annual
26 March 2019	Council Partnership Register Review	Committee Officer	Committee to receive an update against the Council's partnership register. Committee will be asked to identify any partnership concerns that may require further investigation by a nominated time and task limited panel	Annual
26 March 2019	Committee Annual Report	Scrutiny Research Officer	Committee to approve the drafted Annual Report for presentation to Council.	Annual

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes	Time Cycle
June 2019 (first after elections)	Council Policy Register	Committee Officer	Committee to receive an update of the Council's Policy and Strategy Register to enhance understanding of what exists and where such documentation is located for further reference. The Committee will be asked to identify any areas for further review as necessary.	4 Yearly after elections

## Performance Management Sub Committee

Date of Meeting	Topic	Lead Officer Portfolio Holder	Objectives and Desired Outcomes
	Tourist department	Head of Economic Development Tourism Officer	To look at how the Council supports local businesses and art Initiatives and test how councillors can support further.
	Norwich Airport – Business Development	Economic Development Officers Norfolk Highways Team	Understand the masterplan for the airport; what impact will it have on local infrastructure – e.g. increased traffic and impact on businesses in Broadland.
	Fee's on DIY Waste	Norfolk County Council Portfolio Holder Waste Officer Farm watch representatives Police Officers dealing with waste reports. Parish/Town and District Council representatives	To understand: how were the fees determined and impacts on levels of fly tipping since the introduction of fees. The intention to improve waste services and residents understanding of recycling centre uses and how to report fly-tips.
	Rural Transport	Licensing Officers NCC Transport Parish/Town Councillors	To establish whether the Council has private operators in rural areas and how they are regulated. Determining any opportunities to invest in companies and how to assist rural villages to connect to main routes.
	Community at Heart	Communications Team	To understand the strategy and what has been achieved so far. Understand future aspirations and how Community at Heart feeds into parish councils and wider council strategy.
	Communications	Communications Team	Assess how communication has improved since implementation of revamped Comms Strategy. How are residents engaged in Council news How are papers utilised to promote the Council e.g. free-papers if Evening News/EDP aren't interested How parishes are supported in their communication

## Workshops

Topic	Objectives	Lead Officers	Month
Preparing to meet with Cabinet to discuss budget performance	A workshop format facilitated by the Scrutiny Research Officer and Head of Finance and Revenue for Committee Members to identify, agree, and allocate questions for Cabinet to answer at the Joint Budget meeting.	Head of Finance and Revenue Services  Finance Team staff  Scrutiny Research Officer	October
Work Programme Identification	To identify subjects to be included in the replacement work programme. Considering suggestions received from members of the public and parish/town councils. Agreeing membership of identified review panels and outlining their Terms of Reference.	Scrutiny Research Officer	April

## **ANNUAL REPORT OF THE AUDIT COMMITTEE**

**Portfolio Holder:** Finance  
**Wards Affected:** All

### **1 SUMMARY**

- 1.1 The Terms of Reference of the Audit Committee require "...a formal Annual Report of the Committee's work and performance during the year to Full Council."
- 1.2 The purpose of this report is therefore to summarise the work of the Audit Committee during 2017/18, confirm that it has operated in accordance with its Terms of Reference, has sought to comply with best practice and has demonstrated effective challenge during its five meetings.
- 1.3 Thus, this report looks back over 2017/18 and examines the range of reports which have been brought to the attention of the Committee by various parties; Senior Management, Internal Audit and External Audit.

### **2 KEY DECISION**

- 2.1 This is not a key decision.

### **3 INTRODUCTION / BACKGROUND**

- 3.1 Broadland District Council's Audit Committee has been meeting on a regular basis since its inaugural meeting on 23 August 2012, following approval of the Terms of Reference by Council on 28 June 2012. The Committee was established to play a pivotal role in the delivery of corporate governance at the authority, improve standards of internal control, review financial information including such items as the Annual Statement of Accounts, and to allow for more specialist consideration to be given to Internal and External Audit related matters, and Risk Management provisions. This wide-ranging remit ensures that the Committee is meeting best practice.
- 3.2 This is the sixth year that an Annual Report has been produced, which sets out to analyse the work of the Audit Committee and in doing so fulfil the requirements within the Terms of Reference of the Committee and to demonstrate compliance with best practice.

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## **4 MEMBERSHIP / ROLE AND REMIT / REPORTS**

### **Membership of the Audit Committee**

- 4.1 During 2017/18 the Committee has met on five occasions, with a review of the minutes from these meetings highlighting that attendance by Members is high, with apologies provided where needed and substitutes attending as appropriate. There has also been a consistently strong level of officer support throughout the year, with regular representation from Finance, Internal Audit, the Council's External Auditors and officers attending to present reports as required.

### **The Role and Remit of the Audit Committee**

- 4.2 The Terms of Reference of the Audit Committee are established in the Constitution and emphasise how the Committee is to champion governance arrangements at the Authority and follow best practice.
- 4.3 The Committee also ensures that it operates to the highest standards, and with this in mind, a self-assessment exercise is undertaken. The form of the assessment has recently been updated and the review was undertaken in September 2017, where full compliance was noted. This assessment ensures that the Committee continues to meet best practice and identifies where training would be beneficial.
- 4.4 In addition, a work programme is in place which is reviewed and discussed at each meeting, to ensure reports are considered and received by the Committee at appropriate times over the course of the year.

### **Overview of Key Items considered and reviewed in 2017/18**

#### Annual Governance Statement 2016/17

- 4.5 At the meeting on 29 June 2017 the Committee received the Annual Governance Statement for the financial year 2016/17. This sets out how the Council had complied with its responsibilities to ensure that its business was conducted in accordance with the law and that public money was safeguarded and used economically, efficiently and effectively. The report also noted that a review had been undertaken of the Council's Code of Corporate Governance. The Committee discussed this document and confirmed that there were no significant governance issues that needed addressing.

#### Statement of Accounts 2016/17

- 4.6 The Committee received the Statement of Accounts at the meeting held on 27 July 2017. The Comprehensive Income and Expenditure Statements was

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discussed as this was being presented in a new format, which meant that it was now tailored to the Council's internal reporting practice. The second change was the addition of the Expenditure and Funding Analysis, which showed how annual expenditure was used and funded from resources.

- 4.7 The Committee's attention was drawn to the Pension Fund liability, and it was also confirmed that no events had taken place after the publication of the Statement of Accounts that required reporting.
- 4.8 The minutes from the meeting reflect the level of discussion that was held regarding the accounts, highlighting the importance of the work of this Committee.

#### Finance Updates

- 4.9 Over the course of the financial year the Finance Team have sought to keep the Committee up to date with key items, such as; the Corporate Prosecution Policy.

#### Internal Audit

- 4.10 Throughout 2017/18 the Audit Committee has received regular reports from Internal Audit; these range from the Annual Report and Opinion of the Head of Internal Audit, which includes the Review of the Effectiveness of Internal Audit for 2016/17, to regular updates provided in relation to the progress made against the 2017/18 Internal Audit Plan and the status of agreed recommendations and finally the Strategic and Annual Audit Plans for the forthcoming (2018/19) financial year.
- 4.11 This approach ensures that the Committee are kept up to date in relation to the internal controls that the Council has in place and whether they are operating adequately, effectively and efficiently. The audit reviews also ensure that risks are appropriately managed and that the governance framework is effective.

#### External Audit

- 4.12 The Committee had also received reports from its External Auditor; Ernst and Young throughout 2017/18.
- 4.13 The Audit Results Report for year ended 31 March 2017 confirmed that it was expected that an unqualified audit opinion on the Council's Financial Statements would be issued and that there were no matters to report on arrangements to secure economy, efficient and effectiveness in the Council's use of resources. The Annual Audit Letter, received by the Committee in September 2017, reaffirmed these conclusions.

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- 4.14 The Committee also received the Certification of Claims and Returns Annual Report for 2016/17, which covers the Housing Benefit Subsidy, in January 2018. Members were advised that very few errors had been identified by the audit and a reduction in the certification fee had been made as a result.
- 4.15 Finally, at the meeting in March 2018 the Committee were provided with the external auditor's plan of work to review the accounts for the financial year 2017/18.

#### Fraud Updates

- 4.16 The Committee regularly receives an update on the work undertaken in relation to Counter Fraud, and a report was received in March 2018 in relation to the work undertaken in the prior year and also on the work that was planned for 2018/19. In 2017/18 the focus continued to be on the prevention of fraud and raising the profile of the service both internally and externally. The 2018/19 plan of work was planned in conjunction with the Internal Audit plan of work to ensure that the work was complimentary. Key areas of focus are; procurement, single person discount in relation to Council Tax, proactive role in the Fraud Hub and data matching work.

#### Training

- 4.17 The Committee receives quarterly briefing notes from the External Auditors, covering issues which may have an impact on the Council, the Local Government Sector and the audits that are undertaken. In addition, annual training is provided to the Audit Committee to ensure continuous knowledge building of the Members on the Committee.

### **5 DISCUSSION OR ALTERNATIVE COURSE OF ACTION**

- 5.1 No other options are necessary.

### **6 PROPOSED ACTION**

- 6.1 That the report is approved by Council.

### **7 RESOURCE IMPLICATIONS**

- 7.1 There are no resource implications arising from this report.

### **8 LEGAL IMPLICATIONS**

- 8.1 There are no legal implications arising from this report.



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## 9 CONCLUSION

- 9.1 This report highlights that the Committee continues to operate in accordance with best practice requirements and in line with its Term of Reference. It plays an important part in the Council's scrutiny and governance framework, remaining active and conscientious in the delivery of its remit and reviews a wide range of items, providing appropriate levels of challenge.

## 10 RECOMMENDATION

- 10.1 The Council is **RECOMMENDED** to note and approve the contents of the Annual Report of the Audit Committee.

Emma Hodds  
Head of Internal Audit for Broadland District Council

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### Background Papers

None.

For further information on this report call Emma Hodds on (01508) 533791 or e-mail [ehodds@s-norfolk.gov.uk](mailto:ehodds@s-norfolk.gov.uk)