

# Governance, Risk and Audit Committee



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28<sup>th</sup> February 2022

A meeting of the **Governance, Risk and Audit Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Tuesday, 8 March 2022** at **10.00 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516047, Email: [matthew.stembrowicz@north-norfolk.gov.uk](mailto:matthew.stembrowicz@north-norfolk.gov.uk).

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that Committee members will be given priority to speak during the debate of agenda items

**Emma Denny**  
**Democratic Services Manager**

**To:** Mr J Rest, Mr S Penfold, Mr C Cushing, Mr H Blathwayt, Dr P Bütikofer and Mr P Fisher

All other Members of the Council for information.

Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

**Chief Executive:** Steve Blatch

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## A G E N D A

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. SUBSTITUTES**

**3. PUBLIC QUESTIONS**

To receive public questions, if any.

**4. ITEMS OF URGENT BUSINESS**

To determine any 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:

The Council received the Ernst and Young Annual Audit Letter and Annual Audit Results Report for 2019/20 early on the afternoon of Thursday 24th February 2022, leaving insufficient time for the authority to properly consider issues arising in the report and in preparing a management response. We are therefore proposing to hold an additional meeting of the Governance, Risk and Audit Committee provisionally on the morning of Wednesday 30th March to consider the following items of business – Annual Audit Letter 2019/20; Annual Audit Results Report 2019/20; adoption of final accounts for 2019/20.

**5. DECLARATIONS OF INTEREST**

1 - 6

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The code of conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

**6. MINUTES**

7 - 14

To approve as a correct record, the minutes of the meeting of the Governance, Risk & Audit Committee held on 7<sup>th</sup> December 2021.

7. **PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY: 30 NOVEMBER 2021 TO 25 FEBRUARY 2022** 15 - 48

**Summary:** This report examines the progress made between 30 November 2021 to 25 February 2022 in relation to delivery of the annual internal audit plan for 2021/22.

**Conclusions:** The report contains an update on progress against the Internal Audit Plan for 2021/22.

**Recommendations:** **It is recommended that the Committee notes internal audit progress within the period covered by the report.**

Cabinet member(s):  
All

Ward(s) affected:  
All

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and e-mail:

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8. **FOLLOW UP ON INTERNAL AUDIT RECOMMENDATIONS 30 NOVEMBER 2021 TO 25 FEBRUARY 2022** 49 - 60

**Summary:** This report provides an overview of progress made in implementing agreed audit recommendations due for completion within the period covered by this report.

**Conclusions:** Progress continues to be made in addressing audit recommendations.

**Recommendations:** **It is recommended that the Committee notes management action taken to date regarding the delivery of audit recommendations.**

Cabinet member(s):  
All

Ward(s) affected:  
All

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**Summary:** This report provides an overview of the stages followed prior to the formulation of the strategic internal audit plan for 2022/23 to 2025/26 and the annual internal audit plan for 2022/23. The annual internal audit plan will then serve as the work programme for the council's internal audit services contractor; tiaa ltd. It will also provide the basis for the annual audit opinion on the overall adequacy and effectiveness of north norfolk district council's framework of governance, risk management and control.

**Conclusions:** The attached report provides the Council with Internal Audit Plans that will ensure key business risks will be addressed by Internal Audit, thus ensuring that appropriate controls are in place to mitigate such risks and also ensure that the appropriate and proportionate level of action is taken.

**Recommendations:** **It is recommended that the Committee notes and approves:**  
**a) the Internal Audit Strategy**  
**b) the Strategic Internal Audit Plans 2022/23 to 2025/26; and**  
**c) the Annual Internal Audit Plan 2022/23.**

Cabinet member(s):  
All  
Contact Officer,  
number, and e-mail:

Ward(s) affected:  
All  
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10. **GOVERNANCE, RISK AND AUDIT COMMITTEE SELF-ASSESSMENT** 79 - 88

**Summary:** The Chartered Institute for Public Finance and Accountancy (CIPFA) document on “audit committees - practical guidance for local authorities and police” sets out the guidance on the function and operation of audit committees. It represents CIPFA’s view of best practice and incorporates the position statement previously issued.

It is good practice for audit committees to complete a regular self-assessment exercise, to be satisfied that the Committee is performing effectively.

**Conclusion:** During the 2021 self-assessment the Committee considered the Governance Risk and Audit Committee to be mostly in conformance with the CIPFA guidance. Undertaking a regular review of its performance against best practice ensures that the Committee has properly assessed the way in which it discharges its duties.

**Recommendation:** **That the Committee discuss the attached checklist at Appendix 1 to this report from 2021 and consider whether any of the scoring requires amending or whether improvement actions need to be developed in any areas.**

Cabinet member(s):  
All

Ward(s) affected:  
All

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and e-mail:

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Manager for North Norfolk DC,  
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- 11. CORPORATE RISK REGISTER** 89 - 124
- To review and note the Corporate Risk Register.
- 12. PROCUREMENT EXEMPTIONS REGISTER 12TH NOVEMBER 2021 TO 15TH FEBRUARY 2022** 125 - 126
- To note the procurement exemptions register.
- 13. GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST** 127 - 128
- To monitor progress on items requiring action from the previous meeting, including progress on implementation of audit recommendations.
- 14. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME** 129 - 130
- To review the Governance, Risk & Audit Committee Work Programme.
- 15. EXCLUSION OF THE PRESS AND PUBLIC**
- To pass the following resolution, if necessary:
- “That under section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in part 1 of schedule 12A (as amended) to the Act.”