

Governance, Risk and Audit Committee



Please contact: Matt Stembrowicz

Please email: matthew.stembrowicz@north-norfolk.gov.uk

Please direct dial on: 01263 516047

28th November 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, 6 December 2022** at **2.00 pm**.

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.

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

Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005

Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

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.

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 27th September 2022.

7. **APPROVAL AND SIGNING OF THE ANNUAL ACCOUNTS FOR 2020/21**

15 - 18

Summary: This report accompanies the report from the External Auditor on providing an update on the progress on the audit of the 2020/21 Annual Report. It also seeks approval to delegate the signing of the 2020/21 Annual Report to the Chair of the Governance, Risk and Audit Committee in consultation with the Section 151 Officer so that statutory requirement can be met as soon as possible.

Options considered: The options are that the Accounts are brought back to the next Governance, Risk and Audit Committee to seek it's approval for the signing of the Statement of Accounts for 2020/21 or that the Committee delegate the signing of the Accounts to the Chair of the Governance, Risk and Audit Committee in consultation with the Section 151 Officer.

Conclusions: It is recommended that the Committee note the contents of the report and approve that the Chair of the Committee is given the delegated authority to sign the Accounts in consultation with the Section 151 Officer.

Recommendations: **It is recommended that the Committee note the contents of the report and approve that the Chair of the Committee is given the delegated authority to sign the Accounts in consultation with the Section 151 Officer.**

Reasons for Recommendations: To complete the audit process for the 2020/21 Statement of Accounts and meet the statutory requirements as soon as possible.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

2020/21 Statement of accounts published in September 2021 GRAC Agenda

Cabinet Member(s) Councillor Eric Seward	Ward(s) affected All
---	-------------------------

Contact Officer, telephone number and email: Tina Stankley, 01263 516439, tina.stankley@north-norfolk.gov.uk
--

8. **EXTERNAL AUDIT RESULTS REPORT 2020/21** 19 - 68
To review and note the EY External Audit Results Report for 2020/21.
9. **ANNUAL AUDIT LETTER** 69 - 98
To review and note the Annual Audit Letter for the year ending 31st March 2020.
10. **PROGRESS AND FOLLOW UP REPORT ON INTERNAL AUDIT ACTIVITY: 17 SEPTEMBER TO 25 NOVEMBER 2022** 99 - 122

Summary: This report examines the progress made between 17 september 2022 to 25 november 2022 in relation to delivery of the annual internal audit plan for 2022/23 and provides details of any outstanding internal audit recommendations.

Conclusions: The report contains an update on progress against the Internal Audit Plan for 2022/23 and progress against the completion of internal audit recommendations.

Recommendations: It is recommended that the Committee receives internal audit progress and progress against internal audit recommendations within the period covered by the report.

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

Ward(s) affected:
All
Faye Haywood
01508 533873
faye.haywood@southnorfolkanbroadland.gov.uk

11. **BUSINESS CONTINUITY POLICY AND BUSINESS CONTINUITY MANAGEMENT FRAMEWORK** 123 - 144

Summary: The current Business Continuity Policy has been separated into two documents, the Business Continuity Policy and the Business Continuity Management Framework, as part of a review of business continuity documentation and to comply with an audit recommendation.

Options considered: Retaining the current Business Continuity Policy.

Conclusions: Not applicable.

Recommendations: **To recommend that Cabinet agree to adopt the revised Business Continuity Policy and the new Business Continuity Management Framework**

Reasons for Recommendations: To enhance understanding of the Business Continuity Management Framework. To comply with an audit recommendation.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

None

Cabinet Member(s) Cllr Nigel Lloyd	Ward(s) affected All
---------------------------------------	-------------------------

Contact Officer, telephone number and email: Alison Sayer, 01263 516269, alison.sayer@north-norfolk.gov.uk

12. CIVIL CONTINGENCIES REPORT 2022 145 - 150

Summary: Annual report from the Resilience Manager on Civil Contingencies.

Options considered: This is a briefing report only.

Conclusions: Not applicable.

Recommendations **To note the report and the council's contributions to the Norfolk Resilience Forum and the response to incidents.**

Reasons for Recommendations: A better understanding of the challenges in the past year and the role of the Norfolk Resilience Forum in emergency preparedness planning and incident response will help to discharge our obligations under the Civil Contingencies Act, 2004.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

N/A

Cabinet Member(s)	Ward(s) affected
Nigel Lloyd	All

Contact Officer, telephone number and email: Alison Sayer, Resilience Manager, 01263 516269, alison.sayer@north-norfolk.gov.uk

13. CORPORATE RISK REGISTER 151 - 188

To review and note the Corporate Risk Register.

14. PROCUREMENT EXEMPTIONS REGISTER 7 SEPTEMBER 2022 TO 23 NOVEMBER 2022 189 - 190

To review and note the Procurement Exemptions Register.

15. GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST 191 - 192

To monitor progress on items requiring action from the previous meeting, including progress on implementation of audit recommendations.

16. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME 193 - 196

To review the Governance, Risk & Audit Committee Work Programme.

17. 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 paragraph _ of Part I of Schedule 12A (as amended) to the Act.”