

Governance, Risk and Audit Committee



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24 November 2023

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, 5 December 2023** 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 516010, Email: emma.denny@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 this meeting will be livestreamed: [NNDC eDemocracy - YouTube](#)

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

Emma Denny
Democratic Services Manager

To: Cllr J Toye, Cllr J Boyle, Cllr S Penfold, Cllr C Cushing, Cllr E Spagnola and Cllr L Vickers

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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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 - 18

To approve as a correct record, the minutes of the meeting of the Governance, Risk & Audit Committee held on 12 September 2023.

7. EXTERNAL AUDITOR'S ANNUAL REPORT 2020/2021

19 - 50

To review and note the External Auditor's Annual Report for 2020/2021 and the accompanying Auditor's certificate.

8. PROGRESS AND FOLLOW UP REPORT ON INTERNAL AUDIT ACTIVITY 01 SEPTEMBER TO 30 NOVEMBER 2023

51 - 70

Summary: This report examines the progress made between 1 September to 30 November 2023 in relation to delivery of the Annual Internal Audit Plan for 2023/24 and provides details of any outstanding internal audit recommendations.

Conclusions: The report contains an update on progress against the Internal Audit Plan for 2023/24 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
 Ward(s) affected: All
 Contact Officer, Teresa Sharman
 telephone number, 01603 430138
 and e-mail: teresa.sharman@southnorfolkandbroadland.gov.uk

9. CIVIL CONTINGENCIES UPDATE 2023

71 - 78

Executive Summary The Civil Contingencies Team and the wider council has continued to discharge its responsibilities under the Civil Contingencies Act, 2004.

Options considered This is a briefing report only.

Consultation(s) N/A – briefing report.

Recommendations To note the report and the council’s contributions to the Norfolk Resilience Forum and the response to incidents. That the work of the flood warden teams is formally acknowledged.

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.

Background papers NNDC Resilience Training Plan

Wards affected	All
Cabinet member(s)	Callum Ringer
Contact Officer	Alison Sayer, Resilience Manager, 01263 516269, alison.sayer@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	Corporate Risk Register

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	No
Details of any previous decision(s) on this matter	N/A

10. COASTWISE - REVIEW OF RISKS

79 - 86

The Overview & Scrutiny Committee made the following recommendation to Governance, Risk & Audit Committee at the meeting on 15 November:

‘To request that Governance, Risk & Audit Committee reviews the risks presented by the Coastwise Project in respect of the likelihood and impact elements of the risk scores (pre and post the mitigation actions) so that there is clarity about how those actions will work and thus provide greater reassurance that they are being managed effectively and who owns them.’

11. PROCUREMENT EXEMPTIONS REGISTER

To consider the Procurement Exemptions register.

12. CORPORATE RISK REGISTER

87 - 134

To review and note the corporate risk register and consider any necessary recommendations.

13. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME

135 - 138

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

14. GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST

139 - 140

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

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 paragraph _ of Part I of Schedule 12A (as

amended) to the Act.”