

# Governance, Risk and Audit Committee



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Date Not Specified

A meeting of the **Governance, Risk and Audit Committee** of North Norfolk District Council will be held in the **Committee Room, Council Offices, Holt Road, Cromer, NR27 9EN** on **Tuesday, 10 September 2024** 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: [neil.white@north-norfolk.gov.uk](mailto:neil.white@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:** Cllr S Bütikofer, Cllr J Boyle, Cllr S Penfold, Cllr C Cushing, Cllr L Vickers and Cllr A Fletcher

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.
- 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 - 16

To approve as a correct record, the minutes of the meeting of the Governance, Risk & Audit Committee held on 9 July 2024.
- 7. GOVERNANCE, RISK AND AUDIT COMMITTEE UPDATE AND ACTION LIST** 17 - 20

To monitor progress on items requiring action from the previous meeting, including progress on implementation of audit recommendations.
- 8. LOCAL AUDIT BACKLOG IN ENGLAND** 21 - 22

To receive a verbal update on the local audit backlog in England.
- 9. UPDATE OF OUTSTANDING AUDIT RECOMMENDATIONS** 23 - 30

To consider a report from the Director of Resources on the progress on reducing the number of outstanding Audit recommendations.
- 10. INTERNAL AUDIT PROGRESS & FOLLOW-UP REPORT** 31 - 52

To receive a report from the Internal Auditor on Internal Audit Progress & Follow-up Report.
- 11. CORPORATE RISK REGISTER** 53 - 78

To consider a report from the Council's Director of Resources on the Council's Corporate Risk Register.
- 12. ANNUAL GOVERNANCE STATEMENT 23/24 & LOCAL CODE OF** 79 - 100

## **CORPORATE GOVERNANCE**

To consider the Council's Annual Governance Statement for 2023/24 and Local Code of Corporate Governance

**13. CHANGES TO LAND CHARGES** 101 - 108

To consider a report from the Director of Resources on changes to Land Charges.

**14. PROCUREMENT EXEMPTIONS REGISTER** 109 - 110

To consider the Procurement Exemptions register.

**15. TRAINING NEEDS ASSESSMENT** 111 - 118

To consider a report from the Head of Internal Audit on the Committee's Training Needs.

**16. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME** 119 - 122

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."